

URBAN/MUNICIPAL
CA4 ON HBL A05
C61F31
1991 Oct.

AGENDA/MINUTES OF THE FINANCE
AND ADMINISTRATION COMMITTEE
OF COUNCIL

URBAN/MUNICIPAL

CAH ON HBL A05
C51F31

R. AVERY
CITY CLERK

J.J. SCHATZ
DEPUTY CITY CLERK



THE CORPORATION OF THE CITY OF HAMILTON
OFFICE OF THE CITY CLERK

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

TEL: 546-2700
FAX: 546-2095

NOTICE OF MEETING

FINANCE AND ADMINISTRATION COMMITTEE

Thursday, 1991 October 24

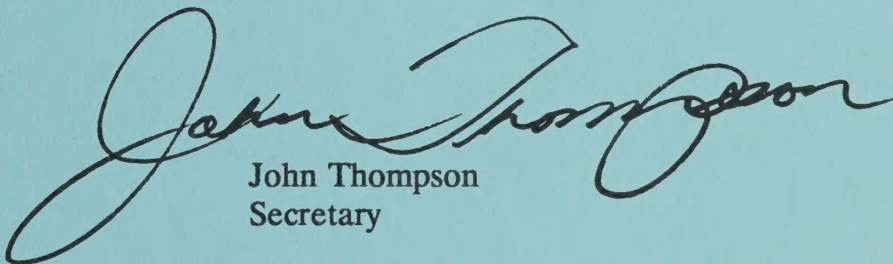
9:30 o'clock a.m.

Room 233, City Hall

URBAN MUNICIPAL

OCT 23 1991

GOVERNMENT DOCUMENTS



John Thompson
Secretary

NOTE: HOT LUNCH will be provided at 12:30 p.m.

AGENDA

9:30
a.m.

1. DELEGATIONS

Football Hall of Fame Building
- 50 Jackson Street West - Lease Renewals

(a) Director of Property

(i) Lease Renewal Hamilton Press Club

(ii) Lease Renewal Hamilton Municipal Employee's Credit Union Ltd.

- (iii) Notice to Terminate Press Club Lease
- (b) Treasurer - Renewal of Lease Agreements
- (c) City Solicitor - Football Hall of Fame

10:30 a.m. 2. **CONSENT AGENDA**

3. **DIRECTOR OF PROPERTY**

Custom House - 51 Stuart Street
First Mortgage Default
City's \$9,500.00 Loan to Donald Warrener

4. **CHIEF ADMINISTRATIVE OFFICER**

Recommendations for Implementation - Licence Division Comprehensive Audit

5. **CITY CLERK**

Amendment to Civic Award Regulations

6. **ALDERMAN BRIAN HINKLEY**

Personal/Professional Development Seminars

11:00 a.m. **BREAK**

7. **DELEGATIONS**

- 11:05 a.m. (a) Hamilton Status of Women Sub-Committee
Outreach Report - Highlights of public consultations with area women

- 11:20 a.m. (b) Advisory Committee on Equitable Representation on Committees/Boards/Commissions
- Process for appointing members to Committees/Boards/Commissions
- 11:40 a.m. (c) 1992 Hamilton Spectator Indoor Games - Grant
- 11:50 a.m. (d) 1991 Convention/Reception Grant Appeals (2)
YMCA Hallowe'en and Harold Webster Memorial Boxing Day Races.

12:00 Noon 8. **CORRESPONDENCE REFERRED FROM MAYOR'S OFFICE**

Art Gallery of Hamilton

Request for City to co-host a reception to honour Mr. Irving Zucker for works of art given to the Gallery.

9. **MAYOR'S RACE RELATIONS COMMITTEE**

Placement of Community Award of Excellence Plaque in City Hall

10. **ALDERMAN DON DRURY**

Grant Request to the International Red Cross based in Yugoslavia for Non Partisan Relief in the Croation/Serbian Civil War

(POLICY ATTACHED)

11. **PARKS AND RECREATION COMMITTEE**

- (a) Hamilton Special Events Criteria - Request to transfer base budget of the on-going annual special events.
- (b) Grants Coordinator - Referral of Parks & Recreation Committee request to Grant Review Group for review and report.

12. **COMMISSIONER OF HUMAN RESOURCES**

- (a) Child-Care Task Force - Interim Report
- (b) Guidelines for the Use of Non-Sexist Language

13. **IN CAMERA AGENDA**

14. **OTHER BUSINESS**

15. **ADJOURNMENT**

/ (a)

CITY OF HAMILTON
- RECOMMENDATION -

OCT 17 1991

DATE: 1991 October 15

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. D. W. Vyce
Director of Property

SUBJECT: **Football Hall of Fame Building**
- 50 Jackson Street West
a) Lease renewal Hamilton Press Club
b) Lease renewal Hamilton Municipal
Employees' Credit Union Ltd.
c) Notice to Terminate Press Club Lease

RECOMMENDATION:

- a) Whereas City Council on September 24, 1991 referred back Items 14 and 21 which pertain to the Press Club and Credit Union lease renewals for a full report from the Property, Treasury and Legal Departments. It is recommended by the Property Department that the original set of recommendations contained in our reports dated September 6 and September 10, 1991, be approved.

Credit Union

- i) That the City of Hamilton renew the lease at 50 Jackson Street West with the Hamilton Municipal Employees' Credit Union Limited for a period of five (5) years commencing November 2, 1991 and terminating on November 1, 1996.
- ii) That the Mayor and City Clerk be authorized to execute a lease document satisfactory to the City Solicitor.
- iii) That the rent be established on the following basis:

Rent payment will be adjusted and commence on the second day of November 1991 at a rental of \$6,666.66 per month or \$80,000.00 per year inclusive of realty taxes which are \$19,254.00 for 1991.

In addition to rent paid by the Hamilton Municipal Employees' Credit Union Limited, they are also responsible for their share of the operating costs over the base year 1991.

All amounts payable shall be deemed to be additional rent.

Press Club

i) Notwithstanding, the decision of the Finance and Administration Committee to increase the Press Club rents by 5% per year on the rate of inflation, whichever is higher, this department recommends our original report.

aa) That the City of Hamilton renew the lease at 50 Jackson Street West with the Hamilton Press Club for a period of five (5) years commencing March 16, 1991 and terminating on March 15, 1996.

bb) That the Mayor and City Clerk be authorized to execute a lease document satisfactory to the City Solicitor.

cc) That the rent be established on the following basis:

1991

Rent payment will be adjusted and commence on the first day of April 1991 at a rental of \$849.45 per month or \$10,193.50 per year inclusive of realty taxes which are \$5,264.00 for 1991.

In addition to rent paid by the Hamilton Press Club, it is responsible for their proportionate share of the operating costs in every given year, plus 5% of all gross bar sales. For this lease renewal, we will also include the increase in realty taxes as an item that the Press Club will be required to pay.

All amounts payable shall be deemed to be additional rent.

dd) That in view of the uncertainty of when this space might be required by the Hall of Fame Committee, a one (1) year cancellation clause be included in the Lease Agreement.

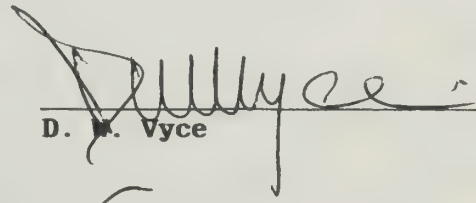
b) Subsequent to the Finance and Administration Committee meeting on the issue of the Press Club, the Football Hall of Fame and Museum Management Committee requested that the City give notice to the Press Club to vacate the space in order that the Hall of Fame can utilize the space; therefore, our recommendation contained in the Property Department's report of September 23, 1991 be considered.

15 October 1991

Finance and Administration Committee

Page 3

- i) That Notice to Vacate by January 24, 1992 be given to the Hamilton Press Club for space occupied in the Canadian Football Hall of Fame Building in accordance with the request of the Football Hall of Fame and Museum Management Committee.



D. M. Vyce

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

See above recommendation.

BACKGROUND:

Further to Council's direction on September 24, 1991, the Property, Legal and Treasury Departments met to discuss the preparation of our individual reports on the matter of the Hall of Fame leases.

From the Property Departments's point of view, our position has not changed since the aforementioned reports were drafted and all pertinent information regarding this matter is contained in our reports.

As a result, we are basically resubmitting our original recommendations.

- c.c. - Alderman T. Murray, Alderman, Ward 8
- Alderman J. Gallagher, Alderman, Ward 7
- Mr. Lou Sage, Chief Administrative Officer
- Miss Tina Agnello, Secretary, Football Hall of Fame Management Committee
- Mrs. P. Noé Johnson, City Solicitor
- Mr. E. C. Matthews, Treasurer
- Mr. E. Chalupka, Managing Director
Football Hall of Fame

(1.1.38 - 4504)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 September 6

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. D. W. Vyce
Director of Property

SUBJECT: Hamilton Municipal Employees'
Credit Union Limited
- 50 Jackson Street West - Basement Level
(Football Hall of Fame Building)

RECOMMENDATION:

- a) That the City of Hamilton renew the lease at 50 Jackson Street West with the Hamilton Municipal Employees' Credit Union Limited for a period of five (5) years commencing November 2, 1991 and terminating on November 1, 1996.
- b) That the Mayor and City Clerk be authorized to execute a lease document satisfactory to the City Solicitor.
- c) That the rent be established on the following basis:

Rent payment will be adjusted and commence on the second day of November 1991 at a rental of \$6,666.66 per month or \$80,000.00 per year inclusive of realty taxes which are \$19,254.00 for 1991.

In addition to rent paid by the Hamilton Municipal Employees' Credit Union Limited, they are also responsible for their share of the operating costs over the base year 1991.

All amounts payable shall be deemed to be additional rent.



D. W. Vyce

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

See above recommendation.

BACKGROUND:

City Council in adopting Item 17 on January 27, 1987 approved a five (5) year lease with the Hamilton Municipal Employees' Credit Union Limited for 5,000 square feet of the basement area of the Canadian Football Hall of Fame Building.

Prior to forwarding this report to the Committee, this Department advised the Director of the Football Hall of Fame that the Hamilton Municipal Employees' Credit Union Limited lease was up for renewal and they requested that an independent outside opinion be obtained to provide the estimate of market rents for the Hamilton Press Club and the Civic Employees' Credit Union. Mr. David Blanchard was retained and in his opinion the Hamilton Municipal Employees' Credit Union Limited space should be leased at \$16.00 per square foot (gross) plus operating costs already in existence in the Lease Agreement.

This department met with the representatives of the Hamilton Municipal Employees' Credit Union Limited and negotiated an amount based on Mr. Blanchard's report with the exception that the base year was amended to 1991 as opposed to 1990. The Hamilton Municipal Employees' Credit Union Limited was surprised by the large increase in the rent from \$9.50 per square foot to \$16.00 per square foot.

As the Hall of Fame Committee requires as much revenue as possible to assist their operation, we were unable to offer any rent reduction nor could it be justified. The amendment of the base year will assist the Credit Union slightly.

c.c. - Alderman T. Murray, Alderman, Ward 8
- Alderman J. Gallagher, Alderman, Ward 7
- Mr. Lou Sage, Chief Administrative Officer
- Miss Tina Agnello, Secretary, Transport and Environment Committee
- Mrs. P. Noé Johnson, City Solicitor
- Mr. E. C. Matthews, Treasurer
- Mr. E. Chalupka, Managing Director
Football Hall of Fame

CITY OF HAMILTON

— RECOMMENDATION —

DATE: 1991 September 10

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. D. W. Vyce
Director of Property

SUBJECT: **Hamilton Press Club Lease Renewal**
- 50 Jackson Street West
(Football Hall of Fame Building)

RECOMMENDATION:

- a) That the City of Hamilton renew the lease at 50 Jackson Street West with the Hamilton Press Club for a period of five (5) years commencing March 16, 1991 and terminating on March 15, 1996.
- b) That the Mayor and City Clerk be authorized to execute a lease document satisfactory to the City Solicitor.
- c) That the rent be established on the following basis:

1991

Rent payment will be adjusted and commence on the first day of April 1991 at a rental of \$849.45 per month or \$10,193.50 per year inclusive of realty taxes which are \$5,264.00 for 1991.

In addition to rent paid by the Hamilton Press Club, it is responsible for their proportionate share of the operating costs in every given year, plus 5% of all gross bar sales. For this lease renewal, we will also include the increase in realty taxes as an item that the Press Club will be required to pay.

All amounts payable shall be deemed to be additional rent.

- d) That in view of the uncertainty of when this space might be required by the Hall of Fame Committee, a one (1) year cancellation clause be included in the Lease Agreement.


D. W. Vyce

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

See above recommendation.

BACKGROUND:

City Council in adopting Item 2 on March 11, 1986 approved a five (5) year lease with the Hamilton Press Club for 1,406 square feet of the basement area of the Canadian Football Hall of Fame Building.

Prior to forwarding this report to the Committee, this Department advised the Director of the Football Hall of Fame that the Press Club lease was up for renewal and they requested that an independent outside opinion be obtained to provide the estimate of market rents for the Hamilton Press Club and the Civic Employees Credit Union. Mr. David Blanchard was retained and in his opinion the Press Club space should be leased at \$7.25 per square foot plus the 5% Bar Sales and operating costs already in existence in the Lease Agreement.

Upon forwarding this information to Mr. Dan McLean, President of the Hamilton Press Club, Mr. McLean advised that due to their limited membership and the impact of the G.S.T. on their prices, the proposed increase of \$7.25 per square foot (\$10,193.50 per annum, \$849.45 per month) over their previous 1990 rent of \$5.25 per square foot (\$7,381.44 per annum, \$615.12 per month) was too much for their association to absorb. Mr McLean proposed a phasing in of the rates.

This department upon review of this situation was prepared to support a recommendation which incorporates a phase in of the increase.

Subsequently, Mr. Michael Davidson became the new President of the Press Club and a proposal to phase in the rent increases was submitted to him for presentation to his Board of Directors.

I have attached a copy of a letter from Mr. Davidson which states that due to recent tax hikes their membership is down by almost 40% which impacts on their revenues. Mr. Davidson would like a further reduction in the rent then as proposed by this department.

In keeping the Hall of Fame Committee informed, a proposed "draft" of a report to the Finance and Administration Committee was also submitted to Mr. E. Chalupka. The Hall of Fame Committee wanted to make the Press Club responsible for the increase in realty taxes in order that their net revenues derived from this lease would be constant through the lease term.

In view of the fact that we were unable to recommend any further reduction in rent to assist the Press Club and in view of the Hall of Fame Committee's need to maximize revenues derived from this lease and the Credit Union lease, this department is recommending that we go back to the original rate as stated in Mr. Blanchard's report.

We have prepared a chart listing the positions taken during these negotiations (1990 Rates - \$7,381.44 per annum, \$615.12 per month).

A	B	C
Original Rental Proposal prepared by independent rental expert	Our proposal to phase in rent increases	Press Club latest as position
\$10,193.50 per annum, \$849.45 per month plus 5% of all bar sales which averages \$350.00 per month	1st year \$8,119.58 per annum, \$676.63 per month, 2nd year \$8,931.53 per annum, \$744.29 per month, 3rd to 5th year \$10,193.50 per annum, \$849.45 per month plus 5% of all bar sales averages \$350.00 per month	Rent to increase based on % of increase in annual mill rate (if we use a factor of plus 5% for comparison purposes the rent for year 1991 would be \$7,750.51 per annum, \$645.87 per month), bar sales to be eliminated and substituted by an annual fund raising campaign for the Hall of Fame

It should be noted that the Hall of Fame Committee are looking to use this space at the end of the next term in any event.

This issue has become a very complex matter with the Hall of Fame Committee on one side looking for as much revenue as can be made and the Press Club on the other saying they cannot afford Proposal A or B.

This department supports the rates established by the independent rental expert as being fair and equitable. We would have recommended some sort of phasing in of the rental rate; however, with the difficulties expressed by Mr. Davidson in his letter that neither Proposal A or B is acceptable, we have no choice but to reject Proposal C which is unacceptable to this department.

c.c. - Alderman T. Murray, Alderman, Ward 8
- Alderman J. Gallagher, Alderman, Ward 7
- Mr. Lou Sage, Chief Administrative Officer
- Miss Tina Agnello, Secretary, Transport and Environment Committee
- Mrs. P. Noé Johnson, City Solicitor
- Mr. E. C. Matthews, Treasurer
- Mr. E. Chalupka, Managing Director
Football Hall of Fame

Office

CITY OF HAMILTON

— RECOMMENDATION —

DATE: 1991 September 23

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. D. W. Vyce
Director of Property

SUBJECT: Press Club Lease

RECOMMENDATION:

That Notice to Vacate by January 24, 1992 be given to the Hamilton Press Club for space occupied in the Canadian Football Hall of Fame Building in accordance with the request of the Football Hall of Fame and Museum Management Committee.


D. W. Vyce

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: N/A

BACKGROUND:

On September 19, 1991, the Finance and Administration Committee approved of recommending to City Council a renewal of a Lease Agreement with the Hamilton Press Club for space occupied in the basement level of the Canadian Football Hall of Fame Building. The recommendation will be considered by City Council on September 24, 1991.

On Friday, September 20, 1991, I received a recommendation from the Football Hall of Fame and Museum Management Committee requesting that the City give Notice to the Press Club to vacate the space in order that the Hall of Fame can commence their own utilization of the area.

Since The Corporation of the City of Hamilton is the Lessor, it is the City which must give the Notice to Vacate and Council which must approve of the Notice.

Inasmuch as the Hall of Fame has indicated their desire to use the space, it is imperative that Council deal with this request prior to it considering the recommendation to renew the Lease.

23 September 1991

Finance and Administration Committee

Page 2

I realize the recommendation contained in this report has not been presented formally before your Committee but strongly urge your Committee to do so prior to the Council Meeting on the 24th or in the alternative refer the Lease renewal back to Committee for reconsideration in light of the position of the Football Hall of Fame Committee.

Attach.

- c.c. - Alderman T. Murray, Chairman, Football Hall of Fame and Museum Management Committee
- Mrs. P. Noé Johnson, City Solicitor
 - Mr. K. E. Avery, City Clerk
 - Miss Tina Agnello, Secretary, Football Hall of Fame and Museum Management Committee
 - Mr. E. Chalupka, Manager, Canadian Football Hall of Fame and Museum
 - Mr. M.C.J. Watson, Manager, Real Estate Division

(2719)

CITY CLERK'S DEPARTMENT

MEMORANDUM

TO: Mr. D. W. Vyce
Director of Property
Property Department

YOUR FILE:

FROM: T. Agnello, Secretary,
Football Hall of Fame and
Museum Management Committee

DATE: 1991 September 20

SUBJECT: Press Club Lease

SEP 21 1991

✓

Please be advised that the Canadian Football Hall of Fame and Museum requires the Press Club space for exhibit. As such, the Management Committee directs that you give reasonable notice to the Press Club to vacate the premises in order that the Hall of Fame can start utilizing the space.

T. Agnello

c.c.'s Alderman T. Murray, Chairman, Football Hall of Fame and Museum
Management Committee
Mr. E. Chalupka, Manager, Canadian Football Hall of Fame and Museum
Ms. P. Noé Johnson, City Solicitor
Mr. K. E. Avery, City Clerk
Mr. M. Davidson, President, Press Club, 58 Jackson Street West, Hamilton,
Ontario

/ (b)

CITY OF HAMILTON

- INFORMATION -

DATE: 1991 October 18

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. E. C. Matthews
Treasurer

SUBJECT: Renewal of Lease Agreements - Hamilton Press Club
and Hamilton Municipal Employees' Credit Union
- 50 Jackson Street West (Basement Area of the Canadian
Football Hall of Fame Building)

BACKGROUND:

ORIGIN:

City Council at its meeting on September 24, 1991 referred to the Finance and Administration Committee Sections 17 and 24 of the Seventeenth Report of the Finance and Administration Committee with the instruction that the Director of Property, City Treasurer and City Solicitor prepare full and complete written reports to be made available to all members of City Council and that all members of City Council be notified of the date, time and place of the meeting.

In my review of the above Sections of the Finance and Administration Report, I have examined the lease agreements of the Hamilton Press Club and the Hamilton Municipal Employees' Credit Union as well as the operating agreement with the Canadian Football Hall of Fame and Museum and discussed these documents with representatives of the Law, Property and Treasury Departments. In addition, I have reviewed the Financial Statements of both the Hamilton Press Club and the Canadian Football Hall of Fame and Museum.

HISTORY:

The City of Hamilton by agreement has absorbed the net operating costs of the Canadian Football Hall of Fame in their entirety. In 1991, these costs were estimated at \$150,550.

In addition the net rental revenues (after deducting taxes) of the two leases collected by the City were turned over to the Canadian Football Hall of Fame and Museum. These revenues were \$43,176 in 1990 and are estimated at \$42,910 in 1991.

Furthermore, the Museum receives an annual grant from the Provincial Ministry of Culture and Communication (1990 - \$38,106). This grant is calculated based

Mr. J. D. Thompson, Secretary
Finance and Administration Committee - continued

BACKGROUND: - continued

HISTORY: - continued

on the combined expenditures of both the Management Committee (\$175,535 for museum purposes) and City of Hamilton (\$140,782 for maintenance purposes) or a total of \$316,317. Therefore, approximately 45% of the provincial grant is attributable to the City (\$17,150).

These three items are in effect grants by the City of Hamilton to the Canadian Football Hall of Fame and Museum in the estimated total amount of \$210,610 for 1991.

FINANCIAL STATEMENTS (Tenants):

The unaudited 1990 Financial Statements of the Hamilton Press Club indicate a Members' Equity of approximately \$20,500. In my opinion, this not for profit entity is quite capable of leasing this space at market value without creating any undue financial burden.

Although I have not reviewed the Financial Statements of the Hamilton Municipal Employees' Credit Union, I feel that this viable commercial organization should be leasing accommodation at market value whether it be in our building or elsewhere.

Furthermore, I cannot justify subsidization of the rent of private groups from taxpayers dollars.

NET REVENUES:

In the past, City Council has turned over the net revenue from the leases to the Canadian Football Hall of Fame and Museum for their use, in accordance with the 1968 agreement.

When I reviewed their Financial Statement for 1990 (copy enclosed), I find that this organization has some \$140,000 in assets, of which \$133,000 of those assets are in the form of cash, term deposits or accounts receivable. This combined with a Reserve Fund of over \$82,000 (\$44,000 provided from operations in 1989 and 1990) indicates that they are in a comfortable financial situation. It should also be noted that this Reserve received interest and other funding in 1990 of approximately \$25,000, thereby indicating cash input into the Reserve in future years.

REALTY TAXES:

Some discussions have taken place relating to taxes for the Canadian Football Hall of Fame. To clarify this matter, the following is a breakdown of the 1991 taxes in total and as they apply to each of the occupants of the building:

Mr. J. D. Thompson, Secretary
Finance and Administration Committee - continued

BACKGROUND: - continued

REALTY TAXES: - continued

	1991		
	<u>Assessment</u>	<u>Mill Rate</u>	<u>Taxes</u>
	(1)	(2)	(3)
Total	<u>\$212,137*</u>		<u>\$71,153</u>
City (exempt land)	31,623		
Canadian Football Hall			
of Fame and Museum	123,998*	364.8300	46,634
Hamilton Municipal			
Employees' Credit Union	43,517	429.2117	19,254
Hamilton Press Club	<u>12,999</u>	364.8300	<u>5,265</u>
	<u>\$212,137</u>		<u>\$71,153</u>

* The Canadian Football Hall of Fame and Museum is taxable under Section 3(9) of the Assessment Act, R. S. O. 1980 Chapter 31 as a City-owned property leased to a tenant who is liable for taxation.

The total taxes (\$71,153) are paid by the City of Hamilton as owner of the building and the proportionate share of the two tenants are included in the their rents payments. The portion applicable to the Canadian Football Hall of Fame and Museum is absorbed by the City under the operating agreement for the Canadian Football Hall of Fame and Museum.

PROPOSED RENTS:

The Director of Property is recommending that both the lease of the Hamilton Press Club and the Hamilton Municipal Employees' Credit Union be renewed based on market rents. Market rents based on the areas occupied are then \$10,190 and \$80,000 respectively or a total of \$90,190 for 1992. In addition, the Press Club would pay additional rent being 5% of gross bar sales or an estimated \$4,480 in 1992. Therefore, the total projected revenues from the proposed lease agreements in 1992 is \$94,670.

In the staff discussions it has been pointed out that the Hamilton Municipal Employees' Credit Union's main objection is not to market value rent, but rather the amount of the increase.

Mr. J. D. Thompson, Secretary
Finance and Administration Committee - continued

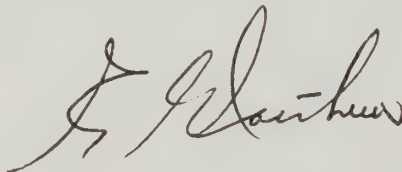
BACKGROUND: - continued

GENERAL INFORMATION: - continued

For your information, enclosed are information sheets which summarize the obligations of the various parties under the existing and proposed lease agreements along with the 1990 Financial Statements of the Canadian Football Hall of Fame and Museum.

CONCLUSIONS:

- (1) That the Hamilton Press Club and Hamilton Municipal Employees' Credit Union can both afford to pay market rents; and
- (2) That the Canadian Football Hall of Fame and Museum continue to receive the net rents (Press Club - Credit Union) based on an interpretation of the 1968 Agreement (City, Football Hall of Fame Committee, C. F. L.) by the Law Department of the City, and while I respect the opinion, from a financial perspective the City continues to pay out substantial sums of money to an operation that unlike earlier times is itself in a comfortable financial position.



cc: Alderman T. Murray, Chairman
Canadian Football Hall of Fame
and Museum Management Committee

Mr. L. Sage
Chief Administrative Officer

Ms. Patrice Noé Johnson
City Solicitor

Mr. D. W. Vyce
Director of Property

THE CANADIAN FOOTBALL
HALL OF FAME AND MUSEUM

FINANCIAL STATEMENTS

DECEMBER 31, 1990

AUDITORS' REPORT

To the Management Committee of
The Canadian Football Hall
of Fame and Museum

We have audited the balance sheet of The Canadian Football Hall of Fame and Museum as at December 31, 1990 and the statements of surplus and operations for the year then ended. These financial statements are the responsibility of the organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as explained in the following paragraph, we conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In common with many charitable organizations, the organization derives revenue from sundry donations, the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the organization and we were not able to determine whether any adjustments might be necessary to sundry donations, net contribution for the year, assets and surplus.

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of sundry donations, these financial statements present fairly, in all material respects, the financial position of the organization as at December 31, 1990 and the results of its operations for the year then ended in accordance with generally accepted accounting principles.

Hamilton, Canada
February 25, 1991

MacGillivray Partners
CHARTERED ACCOUNTANTS

THE CANADIAN FOOTBALL HALL OF FAME AND MUSEUM

1

BALANCE SHEET

DECEMBER 31, 1990

A S S E T S

	Hall of Fame & Museum	Gift Shop	1990	1989
	\$	\$	\$	\$
CURRENT				
Cash	93,517	1,065	94,582	25,515
Term deposits	24,526		24,526	58,426
Accounts receivable	13,651	302	13,953	18,585
Due from Gift Shop				9,000
Inventory		9,156	9,156	8,170
Prepaid expenses	90		90	80
	-----	-----	-----	-----
	131,784	10,523	142,307	119,776
	=====	=====	=====	=====

L I A B I L I T I E S

CURRENT				
Accounts payable	950		950	4,132
Due to Hall of Fame				9,000
Ontario retail sales tax		407	407	645
Deferred revenue	6,000		6,000	
Capital reserve fund	82,118		82,118	51,880
	-----	-----	-----	-----
	89,068	407	89,475	65,657
	-----	-----	-----	-----
SURPLUS	42,716	10,116	52,832	54,119
	-----	-----	-----	-----
	131,784	10,523	142,307	119,776
	=====	=====	=====	=====

APPROVED ON BEHALF OF THE BOARD



 Director



 Director

See accompanying Note to the Financial Statements

STATEMENT OF SURPLUS

FOR THE YEAR ENDED DECEMBER 31, 1990

	Hall of Fame & Museum	Gift Shop	1990 Total	1989 Total
	\$	\$	\$	\$
BALANCE - Beginning of year	44,673	9,446	54,119	59,939
NET CONTRIBUTION FOR THE YEAR	(1,957)	670	(1,287)	(5,820)
	-----	-----	-----	-----
BALANCE - End of year	42,716	10,116	52,832	54,119
	=====	=====	=====	=====

See accompanying Note to the Financial Statements

THE CANADIAN FOOTBALL HALL OF FAME AND MUSEUM

3

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 1990

	1990	1989
	\$	\$
REVENUE		
Admissions	5,207✓ <i>R</i>	4,875
Rental income	50,829✓ <i>C</i>	52,161
Donations - C.F.L.	17,500✓ <i>H</i>	17,500
Donations - Petro Canada Inc.	7,500✓ <i>D - CONF</i>	7,500
Donations - sundry	6,003✓ <i>D - OTHER</i>	3,750
Grant - Province of Ontario	38,106✓ <i>Z</i>	36,640
Grant - Molson Breweries	12,000✓ <i>D - CONF</i>	
S.E.E.D. Grant	1,159✓ <i>J</i>	1,497
Interest	5,285✓ <i>J</i>	3,188
Induction committee	2,500✓ <i>J</i>	2,000
Administration transfers		1,500
Transfer from Grey Cup Float		8,952
Grants - City of Hamilton	25,658 <i>H</i>	4,652
Miscellaneous	1,831	3,557
	<hr/>	<hr/>
	173,578	147,772
	<hr/>	<hr/>
EXPENSES		
Accounting	1,040✓ <i>29</i>	670
Bank charges	446✓ <i>24</i>	306
Security	566✓ <i>39</i>	1,488
Office supplies	1,172✓ <i>29</i>	1,716
Staff development	983✓ <i>24</i>	1,153
Memberships	812✓ <i>24</i>	721
Telephone	2,774✓ <i>29</i>	2,608
Miscellaneous	1,576✓ <i>24</i>	1,442
Postage	1,279✓ <i>24</i>	1,020
Conservation	1,234✓ <i>50</i>	1,245
Exhibit	14,260✓ <i>64</i>	2,520
Special events	760✓ <i>74</i>	4,368
Advertising and promotion	4,367✓ <i>80</i>	5,361
Salary and wages	87,910✓ <i>1</i>	79,662
Employment	4,953✓ <i>1</i>	3,363
Interpretation and education	7,500✓ <i>70</i>	7,400
Special events Grey Cup		1,850
Special events - Parade Float	23,903✓ <i>24</i>	7,270
Transfer to capital reserve fund	20,000✓ <i>24</i>	24,750
Curatorial		18
	<hr/>	<hr/>
	175,535	148,931
	<hr/>	<hr/>
NET CONTRIBUTION FOR THE YEAR	(1,957)	(1,159)
	=====	=====

See accompanying Note to the Financial Statements

STATEMENT OF GIFT SHOP OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 1990

	1990	1989
	\$	\$
MERCHANDISE SALES	18,212	16,317
COST OF GOODS SOLD	9,676	9,804
	-----	-----
GROSS MARGIN	8,536	6,513
	-----	-----
OTHER INCOME	294	537
	-----	-----
EXPENSES		
Bank charges	83	123
Administration		1,500
Miscellaneous	77	148
Transfer to capital reserve fund	8,000	9,000
Capital equipment		940
	-----	-----
	8,160	11,711
	-----	-----
NET GIFT SHOP CONTRIBUTION FOR THE YEAR	670	(4,661)
	=====	=====

See accompanying Note to the Financial Statements

THE CANADIAN FOOTBALL HALL OF FAME AND MUSEUM

5

SCHEDULE OF RECEIPTS AND DISBURSEMENTS OF THE
CAPITAL RESERVE FUND

FOR THE YEAR ENDED DECEMBER 31, 1990

	1990	1989
	\$	\$
RECEIPTS		
Transfer from Gift Shop	8,000	9,000
Petro Canada Inc. grant	6,000	6,000
Donations	5,000	
Transfer from operating	20,000	24,750
Interest income	5,665	1,512
	-----	-----
	44,665	41,262
	-----	-----
DISBURSEMENTS		
Bank charges	60	
Computer	2,046	
Sign	12,321	
	-----	-----
	14,427	
	-----	-----
EXCESS OF RECEIPTS OVER DISBURSEMENTS FOR THE YEAR	30,238	41,262
BALANCE - Beginning of year	51,880	10,618
	-----	-----
BALANCE - End of year	82,118	51,880
	=====	=====

See accompanying Note to the Financial Statements

NOTE TO THE FINANCIAL STATEMENTS

DECEMBER 31, 1990

SIGNIFICANT ACCOUNTING POLICIES

- (a) Revenue and expenses are reported on the accrual basis.
- (b) The land and buildings are owned by the Corporation of the City of Hamilton and the exhibits by the Canadian Football Hall of Fame and Museum. They are not reflected in these financial statements, nor do the financial statements provide for any depreciation on these assets or on equipment owned by the Hall. Any fixed asset purchases are recorded through the capital reserve fund in the year of acquisition.
- (c) Inventory is valued at the lower of cost (on a first-in, first-out basis) and net realizable value.

CITY OF HAMILTON
TREASURY

Existing Lease Agreements

The Hamilton Press Club - (C. M. March 11, 1986)

Area: 1,406 square feet
Term: 5 years - March 16, 1986 to March 15, 1991
Rent: 1988 - 1990 Monthly \$ 615.12
Annual \$7,381.44

Additional Rent:

- (a) Tenant to pay 5% of all gross bar sales;
- (b) Tenant to pay proportionate share of operating costs (light, heat, power) excluding taxes.

Hamilton Municipal Employees' Credit Union - (C. M. January 27, 1987)

Area: 5,000 square feet
Term: 5 years - November 1, 1986 to November 1, 1991
Rent: Monthly \$ 3,958.33
Annual \$47,500.00

Additional Rent:

- (a) Tenant to pay its proportionate share of the increase in operating costs over the base year of 1986;

Canadian Football Hall of Fame & Museum - (C. M. June 27, 1968)

Area: 18,792 square feet (entire building)
Term: 50 years

Conditions:

- (a) City to pay the cost of insurance, heating, lighting janitorial services and maintenance of building;
- (b) The League will provide the exhibits and the operating staff for the building and exhibits;
- (c) The net proceeds from the rent and 5% of gross bar sales after the deduction of realty taxes will be turned over to the C. F. H. F. & M. - C. M. October 28, 1980.

General Information

(1) Taxes:	1990 Total Taxes (Assessment \$213,137)	<u>\$69,023</u>
	Apportionment:	
	City (exempt)	31.623
	C. F. H. F.	123,998 x 364.8300 \$45,238
	H. M. E. C. U.	43,517 x 429.2117 18,678*
	Press Club	12,999 x 364.8300 <u>5,107</u>
		<u>\$69,023</u>
	1991 Total Taxes	<u>\$71,153</u>
	City (exempt)	
	C. F. H. F.	\$46,634
	H. M. E. C. U.	19,254*
	Press Club	<u>5,265</u>
		<u>\$71,153</u>

* H. M. E. C. U. taxes at 1986 rate - \$11,079.

(2) 5% of Gross Bar Sales (Press Club - 1990)	<u>\$ 4,481</u>
(3) Payments to Canadian Football Hall of Fame and Museum - 1990	
Total rents:	
H. M. E. C. U	\$47,500
Press Club	<u>7,381</u>
	\$54,881
5% of Gross Bar Sales	<u>4,481</u>
Total Revenues	\$59,362
Less Taxes:	
H. M. E. C. U. (1986)	11,079
Press Club	<u>5,107</u>
	<u>\$43,176</u>

Proposed Lease Agreements

The Hamilton Press Club

Area: 1.406 square feet

Term: 3 Years - March 16, 1991 to March 16, 1994

Rent: Monthly \$ 849.46
Annual \$10,193.50

Additional Rent:

- (a) Tenant to pay 5% of all gross bar sales;
- (b) Tenant to pay proportionate share of operating costs (light, heat, power) excluding taxes.

Hamilton Municipal Employees Credit Union

Area: 5,000 square feet

Term: 5 years - November 1, 1991 to November 1, 1996

Rent: Monthly \$ 6,666.66
Annual \$80,000.00

Additional Rent:

- (a) Tenant to pay its proportionate share of the increase in operating costs over the base year of 1991;

CITY OF HAMILTON

- INFORMATION -

OCT 17 1991

DATE: 1991 October 17

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: P. Noé Johnson
City Solicitor

SUBJECT: Football Hall of Fame



P. Noé Johnson

BACKGROUND:

Council at its meeting of September 24, 1991 in referring back to the Finance and Administration Committee resolutions on the leasing of space to the Credit Union and to the Press Club concurred in the following recommendation:

"That the Director of Property, City Treasurer and City Solicitor prepare full and complete written reports to be made available to all members of City Council, and that all members of City Council be notified of the date, time, and place of the meeting."

Further at the same Council meeting, correspondence from the management committee of the Football Hall of Fame dated September 24, 1991 advising Council of its requirement for the space currently occupied by the Press Club for Football Hall of Fame exhibits, was referred back to the Finance and Administration Committee.

DISCUSSION:

Pursuant to the Agreement with the City and the Canadian Football League, once notice of the required space is received by the City, Council must issue the appropriate notice to vacate to tenants of the space described, in accordance with current lease provisions. Currently, the Press Club occupies space now required by the Football Hall of Fame as an overholding tenant, entitled to thirty (30) days notice.

The City has an Agreement with the Canadian Football League and the Canadian Football Hall of Fame Committee dated July 15, 1968 which has been amended by two further Agreements dated October 24, 1968 and October 25, 1983. Both Agreements have received O.M.B. approval. (The said Committee was later incorporated to raise money for the construction of the building and fulfilled its objective upon completion of the building)

The following are highlights from the Agreement.

1. "The Canadian Football Hall of Fame" will be jointly operated and managed by the League and the City for a period of fifty years, through a "management committee".
2. City Council appoints seven members of the twelve member committee at the commencement of each three year term of Council.
3. The management committee shall operate the said exhibition and govern its own proceedings strictly in accordance with Rules and By-Laws which shall be approved by the League.
4. "All revenue derived from the operation of the Canadian Football Hall of Fame shall be used:
 - firstly, to defray the cost of operating personnel; and
 - secondly, to pay for the cost of maintaining and improving the "Canadian Football Hall of Fame exhibits".
5. It was also agreed in the October 24, 1968 Amending Agreement that the City would:
 - (a) pay the taxes chargeable against the lands and buildings known as the "Canadian Football Hall of Fame" (Comment: the whole building will remain classified as taxable unless the City itself occupies a portion of the building); and
 - (b) pay the cost of insurance, heating, lighting, janitorial service and maintenance of the said "buildings".

JURISDICTION:

1. The City who is the owner of the whole building and its land, holds and controls the property as trustee for the benefit of the management committee.
2. The management committee communicates its decisions on the operation and management of the building to the City, its trustee who handles legal arrangements such as leases in the City's name as trustee for the management committee.
3. The City applies the lease revenue to cover costs incurred by the City in each lease on behalf of the management committee (except for those costs which the City has already assumed by the said Agreement - see clause 5. above).
4. The City remits the net lease revenue to the management committee.

c.c. Mr. Lou Sage, Chief Administrative Officer
 c.c. Mr. E. C. Matthews, Treasurer
 c.c. Mr. D. W. Vyce, Director of Property

FINANCE AND ADMINISTRATION COMMITTEE

THURSDAY, 1991 OCTOBER 24

CONSENT AGENDA

A. ADOPTION OF THE MINUTES

Regular meeting held Thursday, 1991 October 3

B. MANAGER OF PURCHASING

Supply and delivery of 146 self-contained breathing apparatus (S.C.B.A.) and 400 S.C.B.A. air cylinders, Hamilton Fire Department

C. CITY CLERK

- (i) Civic Awards - Ontario Golf Association
- (ii) Big Brother Association, Soap Box Derby and Barbecue - use of City Hall Facilities
- (iii) Lung Association Flag - request to fly flag
- (iv) Hamilton Board of Education City Wide Choir - Use of City Hall Facilities re Christmas carols
- (v) Canadian Hearing Society - Use of Council Chamber
- (vi) Latvian Society in Hamilton - Request to fly flag
- (vii) Dictionary of Hamilton Biography - Use of Council Chamber
- (viii) Hamilton Status of Women Sub-Committee - Use of Council Chamber
- (ix) United Nations Association - Use of Council Chamber

- (x) Arts Advisory Sub-Committee - 1991 Public Meeting - Use of Council Chamber and approval of newspaper advertisement
- (xi) Youth for Croatia - Use of City Hall Facilities
- (xii) Annual Children's Christmas Party - Local 167 - Use of City Hall Facilities

D. **TREASURER**

- (i) Financing the construction of the uncompleted portions of Fieldway Drive, Millwood Place, and a Public Walkway, Hamilton
- (ii) Financing the proposed construction of an independent concrete sidewalk on the north side of Concession Street from Belvidere Avenue to approximately 99 metres easterly
- (iii) Municipal Student Awareness Program - Hiring one University or College student
- (iv) New Treasury User Fee
- (v) Tax applications processed under Section 496(a) of the Municipal Act
- (vi) Post Audit Letter, Recommendations and Comments Concerning Accounting Systems, Procedures and Controls For 1990

E. **COMMISSIONER OF HUMAN RESOURCES**

- (i) Staffing Classification - City Clerk's Office
- (ii) Appointments to and Terminations from Permanent Positions within the Corporation of the City of Hamilton.

F. **DIRECTOR OF PROPERTY**

Barrier Free Access - City Hall, South Main Floor Entrance

G. **CITY SOLICITOR**

- (i) Oath of Office - Citizen appointee
- (ii) By-Law to authorize installation of floodlighting at Mohawk Sports Park

H. COMPREHENSIVE AUDIT SUB-COMMITTEE

Recommendations of Report on a comprehensive audit of the City of Hamilton Law Department.

Note: As complete copies of the subject report which forms the background material to the Sub-Committee's recommendation have already been distributed to all members of City Council, and, because of its volume, individual copies will not be reproduced except on request only. Copy of Conclusions and Recommendations attached only.

Thursday, 1991 Oct 3
9:30 o'clock a.m.
Room 233, City Hall

A.

The Finance and Administration Committee met.

There were present: Alderman B. Hinkley, Chairman
Alderman D. Ross, Vice-Chairman
Mayor R. Morrow
Alderman T. Cooke
Alderman V. Agro
Alderman G. Copps
Alderman D. Agostino
Alderman T. Jackson
Alderman J. Gallagher

Also present: Alderman D. Drury
Alderman M. Kiss
Alderman T. Murray
Lou Sage, Chief Administrative Officer
Ed Matthews, City Treasurer
Nik Adhya, Manager of Budgets
Roy Hammel, Manager of Accounting
Bob Sugden, Director of Culture & Recreation
Dave Powers, Manager, Property Law Division
John Johnston, Commissioner of Human Resources
Doreen Jones, Manager of Personnel Services
Dan Vyce, Director of Property
Steven Dembe, Manager, Licence Division
Tina Agnello, Acting Secretary

1. HAMILTON PRESS CLUB - LEASE

Leave was granted for Alderman Murray to speak on a matter regarding the Football Hall of Fame. He questioned why a report from the Director of Property regarding the Press Club notice to vacate was not on the Agenda.

The chairman advised that several interrelated reports and pieces of correspondence regarding the Football Hall of Fame Leases with the Press Club and Credit Union have been referred back to the Finance and Administration Committee with instructions that staff prepare a report. Since this report is in the process of being prepared, this matter and all other items related to it have been postponed to the October 24, 1991 agenda of the Finance and Administration Committee.

Dave Powers advised that the agreements to be dealt with are complex, and as such the report will be ready for the October 24th meeting.

Following discussion the committee resolved to table all items pertaining to the Football Hall of Fame Leases to the next regular Finance and Administration meeting.

2. CONSENT AGENDA

A. ADOPTION OF THE MINUTES

The minutes of the regular meeting of the Finance and Administration Committee of September 19, 1991 were adopted as circulated.

B. CITY CLERK**(i) CIVIC AWARDS - HAMILTON-WENTWORTH AQUATIC CLUB**

As recommended by the City Clerk in a report dated September 25, 1991 the Committee recommended to Council as follows:

That Civic Silver Pins be awarded to the following members of the Hamilton-Wentworth Aquatic Club for winning the Provincial Championship for Hamilton in the following categories:

Steve Lysak	-	200 Breaststroke
Rob McLarty	-	200 Free Relay
Stefan Rappazzo	-	200 Free Relay
Brad Sindrey	-	200 Medley Relay
Kevin Tee	-	200 Free Relay

(ii) JUSTICE FOR WOMEN COALITION - USE OF CITY HALL MEETING ROOM

As recommended by the City Clerk in a report dated September 27, 1991 the Committee recommended to Council as follows:

That approval be given to the Justice for Women Coalition for use of City Hall meeting room 264 on Thursday, October 17, 1991 from 7:00 p.m. to 9:30 p.m.

C. ACTING SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE**Hamilton Gallery of Distinction - Request for City to purchase Dinner Table**

As recommended by the Acting Secretary in a report dated September 27, 1991 the Committee recommended to Council as follows:

- (a) That the City of Hamilton purchase one (1) table of ten (10) people for attendance at The Hamilton Gallery of Distinction Dinner to be held on November 16, 1991.
- (b) That the cost being \$1,000.00 be charged to Account No. 55299-24214.

D. SECRETARY, CANADIAN FOOTBALL HALL OF FAME AND MUSEUM MANAGEMENT COMMITTEE**Grey Cup Float**

As recommended by the Secretary, Football Hall of Fame and Museum Management Committee in a report dated September 26, 1991 the Committee recommended to Council as follows:

- (a) That a contract be entered into between Mansueto Display Associates Ltd., the City of Hamilton and the Hall of Fame to construct and parade a float in the 1991 Grey Cup Parade in Winnipeg, Manitoba (as per attached rendering), at a cost not to exceed \$21,500.00.

- (b) That the Mayor and City Clerk be authorized to execute a contract satisfactory to the City Solicitor and the Hall of Fame.

E. DIRECTOR OF PUBLIC WORKS AND CITY SOLICITOR

Damage Claims against the City

The Committee was in receipt of a report from the Director of Public Works and the City Solicitor dated September 13, 1991.

F. CITY TREASURER

(i) STATUS OF HOSTING, RECEPTIONS AND RELATED ACCOUNTS

The Committee was in receipt of a report from the City Treasurer dated September 12, 1991.

(ii) STATUS OF UNCLASSIFIED REVENUE AND EXPENDITURES AS AT AUGUST 31, 1991

The Committee was in receipt of a report from the City Treasurer dated September 12, 1991.

(iii) STATUS OF GENERAL CONTINGENCY BALANCE AS OF SEPTEMBER 23, 1991 (CURRENT BUDGET ONLY)

The Committee was in receipt of a report from the City Treasurer dated September 23, 1991.

(iv) SUMMARY OF REVENUES AND EXPENDITURES FOR THE EIGHT MONTHS ENDED AUGUST 31, 1991 COMPARED WITH BUDGET.

The Committee was in receipt of a report from the City Treasurer dated September 23, 1991.

(v) DRAFT BY-LAW FOR THE AUTHORIZATION TO BORROW MONIES TO PAY OFF BANK OVERDRAFTS IN RELATION TO CURRENT EXPENDITURES

As recommended by the City Treasurer in a report dated September 12, 1991 the Committee recommended to Council as follows:

That the appropriate by-law to authorize the borrowing of monies to pay off bank overdrafts in relation to current expenditures be enacted by City Council.

(vi) APPOINTMENT OF AN EXTERNAL AUDITOR

As recommended by the City Treasurer in a report dated September 29, 1991 the Committee recommended to Council as follows:

That the appropriate by-law to appoint an external auditor be enacted by City Council.

3. **CORRESPONDENCE REFERRED FROM CITY COUNCIL**

Regionalization of the Taxi Industry

The Committee was in receipt of a referral back from the Council meeting of October 24, 1991.

Following brief discussion the Committee resolved as follows:

That the matter regarding Regionalization of Taxi Industry referred from City Council be further referred to the Licensing Division of the Clerk's Department in order that report be prepared through the Taxi Advisory Committee which will be brought forward to the Finance and Administration Committee for consideration.

4. **MAYOR R. M. MORROW**

(a) **Civic Ceremony and Luncheon for the President of Hungary**

As recommended by Mayor Morrow in a report dated September 18, 1991 the Committee recommended to Council as follows:

- (i) That the City of Hamilton host a welcoming ceremony at City Hall followed by a luncheon at the Royal Connaught Hotel in honour of President and Mrs. Goncz of Hungary, for approximately 250 community leaders and Hungarian representatives.
- (ii) That this expenditure in the amount of \$8,500.00, be financed from the Special Civic Receptions and Delegations Hosting Account No. CH55314-84010.

(b) **Civic Ceremony and Luncheon for the Drama Group from Siauliai, Lithuania**

As recommended by Mayor Morrow in a report dated September 18, 1991 the Committee recommended to Council as follows:

- (i) That the City of Hamilton host a welcoming ceremony at City Hall followed by a luncheon at the Royal Connaught Hotel in honour of the drama group from Siauliai, Lithuania, who are paying a reciprocal visit to the City of Hamilton, for approximately 35 people.
- (ii) That this expenditure, in the amount of \$600.00 be financed from the Special Civic Receptions and Delegations Hosting Account No. CH55314-84010.

(c) **Subscription for a Congratulatory Message for the Hamilton and District Multicultural Humanitarian and Merit Awardee**

The Committee was in receipt of correspondence dated September 16, 1991 from Leslie J. Pasis of the Hamilton & District Multicultural Council.

After brief discussion the Committee recommended to Council as follows:

That the City of Hamilton pay \$500.00 for a half page publication in a commemorative program published by the Hamilton & District Multicultural Council in order to congratulate Ellen Fairclough for being chosen as the recipient of the Hamilton & District Multicultural

Humanitarian & Merit Award; and that this be charged to Unclassified Expenditures Centre # 24201.

(d) **Purchase of page space in, and volumes of, the "Allegiance" publication**

The Committee was in receipt of correspondence from Heirloom Publishing Inc. dated August 13, 1991.

The Committee expressed concern that the publication should contain reference to the City of Hamilton and the Region and that this should be the responsibility of the Regional Economic Development Department.

After brief discussion the Committee recommended to Council as follows:

That the request to purchase space in and volumes of the "Allegiance" publication be forwarded to Regional Council for consideration.

5. **DELEGATIONS**

(a) **Hamilton Status of Women Sub-Committee - Policy on Non-Sexist Language**

Alderman Gallagher declared an interest in this matter by virtue of pending litigation and refrained from participating in discussion or voting.

Evelyn Myrie, Chairperson, Mary O'Connor, McMaster University and Pat San Vicente, member of the Hamilton Status of Women Sub-Committee were present to review the report on non-sexist language.

Evelyn Myrie explained that the policy document was developed in consultation with women's organizations, agencies and levels of government. She advised that the package acts as a guideline to define the direction an organization wishes to take.

Alderman Murray stated that he does not support the document because it views interpretations which may not be majority view.

Alderman Agostino, Alderman Copps, Alderman Agro, Alderman Hinkley, Alderman Ross, Alderman Jackson and Alderman Kiss spoke in support of adopting the policy as a positive step towards attempting to change people's attitudes.

Subsequent to discussion the Committee approved the recommendation of the Secretary of the Hamilton Status of Women Sub-Committee dated September 26, 1991 and recommend to Council as follows:

- (i) That Members of City Council and all employees of the Corporation of the City of Hamilton, in their commitment to promote equality of women, avoid the use of sexist language and sex-stereotyping in all forms of communication.
- (ii) That the Guideline for the Use of Non-sexist Language, as outlined in Schedule "A" attached hereto, be circulated to all Members of City Council and employees of the Corporation of the City of Hamilton.

(b) **Public Meeting regarding Wheelchair Accessible Integrated Taxicabs**

The Committee was in receipt of a report from the Secretary of the Taxi Advisory Committee dated September 9, 1991.

Alderman Drury, Chairperson of the Taxi Advisory Committee explained that the report before the Committee is to correct a recommendation passed by Council to allow three wheelchair accessible cabs instead of five.

Peter Eldridge, a taxi driver for nineteen years and member of the Taxi Advisory Committee was present. He explained that the long term goal of the Taxi Advisory Committee is to provide wheelchair accessible taxis. He advised, though, that the issuance of new licence plates would take away from an industry which is already feeling the pains of the recession. He requested that the decision be tabled for a period of three months in order that a suitable solution can be derived.

Bob Esselment, member of the Taxi Advisory Committee and Regional Transportation Committee was present. He informed the Committee that the Region is in the process of retaining a consultant to draft a report on "disabled transportation". He requested that the issuance of any licences be postponed until the results of the regional report are completed.

Aznive Hallett gave her viewpoint as a disabled individual. She suggested that all means of transportation be maximized for the physically challenged. She also felt that any decisions made should be temporary in order that the results of the regional study can be considered.

Subsequent to discussion the Committee forwarded the following resolution for Council's consideration:

- (i) Further to Section 14 of the Eighteenth Report of the Finance and Administration Committee adopted May 29, 1990 with respect to the licensing of a special class of wheelchair accessible integrated taxicabs, it is recommended that no further action be taken at this time to implement this special class of taxi licence until such time as the study of Transportation Services for People with Disabilities, commissioned by the Regional Technical Co-ordinating Committee, is completed.
- (ii) That City staff be directed to investigate the feasibility of converting the present taxi cabs to wheelchair accessible cabs and that this report be brought back to the Finance and Administration Committee.

(c) **Advisory Committee on Equitable Representation
Committees/Boards/Commissions - Process for Appointing Members to
Committees/boards Commissions.**

The Committee was in receipt of a report from the Secretary of the Advisory Committee on Equitable Representation on Committees/Boards/Commissions dated September 24, 1991.

Alderman Agostino, Co-chairperson of the Advisory Committee was present to review the process with the Committee.

6. **ADJOURNMENT**

The Committee Meeting was adjourned indefinitely as a result of the festivities to honour Lincoln Alexander.

The meeting then adjourned.

Taken as read and approved.

**ALDERMAN B. HINKLEY, CHAIRMAN
FINANCE AND ADMINISTRATION COMMITTEE**

Tina Agnello, Acting Secretary
Finance and Administration Committee

Schedule "A" as referred to in
Section 11 of the EIGHTEENTH
Report of the Finance and
Administration Committee

**GUIDELINE FOR THE USE OF
NON-SEXIST LANGUAGE**

Presented to: Hamilton City Council

Prepared by: The Hamilton Status of Women Sub-Committee

September 1991

Definitions:

Sexism:	discrimination based on gender
Sexist language:	language that excludes one sex or gives unequal treatment to men and women
Sex-stereotyping:	language, attitudes or representations which tend to attribute particular roles and characteristics to people on the basis of their gender without taking them into consideration as individuals
Communication:	includes written, oral or visual material produced for distribution within the city administration or to the public - (reports, minutes, letters, policies, by-laws, memoranda or publications, forms, questionnaires, contracts, job descriptions and titles)

Equal Respect

The images and connotations of words used to refer to women often tend to reinforce attitudes and perceptions of the value and place of women in our society and influence how they are regarded and treated.

Words such as "girls" and "ladies", when referring to grown adult females should be avoided.

The word "girl" implies immaturity and dependence while "lady" suggest frailty and daintiness. Adult females as individuals are women.

Job Titles

Avoid using titles that designate the gender of a person. Traditionally, job titles have been designated as "male" or "female" depending on which gender has historically dominated a profession.

Jobs and position titles should focus on the role or responsibility of the job and position, not on the gender of the incumbent.

Suffixes such as "ette" or "ess" or "man" perpetuate the idea that women do not belong in certain occupations.

Avoid

authoress

businessman/businesswoman

chairman/chairwoman

craftsman

directress

draughtsman

fireman

lady principal

mailman

maintenance man

male nurse

policeman

spokesman

waitress

watchman

working man

Preferred

author

business executive, executive, entrepreneur

chair, chairperson, committee head,
presiding officer, moderator

artisan, craftsperson

director

drafting technician

firefighter

principal

letter carrier

maintenance worker

nurse

police officer

speaker, representative, spokesperson

server, dining attendant

security guard

worker, employee, labourer, wage earner,
average worker, staff member

Sex-Stereotyping

Sex-stereotyping is another way of denying an individual or group full recognition of status by depicting an oversimplified version of what they really are. The following may be helpful in avoiding stereotypical imagery.

- (a) Mention gender only when it is pertinent.
 - Instead of "Councillors and their wives are invited to a luncheon", the following would be preferred: "Councillors and their spouses (partners, guests) are invited to a luncheon".
 - Instead of "He was attended to by a woman doctor", the following would be preferred: "He was attended to by a doctor".
- (b) Try not to use expressions and terms that are implicitly sexist.
- (c) Remember that lawyers, bus drivers, councillors, accountants, farmers, doctors, journalists, etc., are women too.

Pronouns

The English language is very male-oriented due to its evolution in a patriarchal society. However, times, values, norms and conditions have changed. The use of "he" to refer to both men and women is absurd.

Since there are no generic singular or common sex pronouns in English, writers should refrain from assuming a one-sex audience, or from creating confusion by coining new words or constructing awkward sentences.

There are alternatives to avoiding the use of masculine pronouns:

(a) Alter the sentence structure.

Avoid

"Each staff member may keep some of his personal belongings in his desk."

Preferred

"Some personal belongings are allowed in the desk."

(b) Delete the pronoun.

Avoid

"The average supervisor believes good staff-management dialogue is essential for his job satisfaction."

Preferred

"The average supervisor believes good staff-management dialogue is essential for job satisfaction."

(c) Use plural forms.

Avoid

"Each supervisor should meet regularly with his staff."

Preferred

"Supervisors should meet regularly with their staff." (or "staffs")

(d) Substitute an article. ("a", "an" or "the")

Avoid

"Each director must submit his revised report next week."

Preferred

"Each director must submit a revised report next week."

(e) Use "she and he" or "he and she." (This device tends to tongue-tie the reader if over-used.)

Avoid

"Each technician should keep his toolbox safely locked away."

Preferred

"Each technician should keep his or her toolbox safely locked away."

(f) Use "they, their, them" in the third person singular.

Avoid

"Anyone may attend if he wants to."

"Who asked to have his vacation cancelled?"

Preferred

"Anyone may attend if they want to."

"Who asked to have their vacation cancelled?"

Generic Terms, Titles and Verbs

The word "man" is often defended as a generic term which refers to both men and women. Many listeners, however, perceive "man" to refer only to males; thus it is not truly generic.

The use of the word "man" to mean only men sometimes and women and men at other times can create confusion and ambiguity.

Avoid

alderman

man

mankind

manmade

man-hours

manpower

man in the street

manned

3-man administrative team

man of letters

Preferred

councillor

human beings, people, individuals

humanity, humankind, people, society

artificial, handmade, synthetic, fabricated, manufactured, constructed

labour hours, work hours, staff-hours, worker hours

workforce, personnel, human resources

average person/citizen
common person/citizen
the public

staffed, crewed, operated

3-person administrative team,
administrative team of three

writer, author, scholar

man of the hour

honoured guest, star of the show, centre of attention

best man for the job

best person for the job, best candidate for the job

Parallel Construction

When men and women are grouped together in language, parallel construction and terminology should be used.

Avoid

the men in the office;
the girls at work

man and wife

men and ladies

Tom Smith is the Superintendent of Personnel and his wife
Helen is a stunning brunette.

Preferred

the men in the office;
the women in the office

husband and wife

men and women, gentlemen and ladies

Tom Smith is the Superintendent of Personnel and Helen Smith
is a noted tax attorney (journalist, teacher)

Demeaning Words and Expressions

Words and expressions which demean any individual undermine a professional relationship and should not be used.

Avoid

my girl

Honey, Dear, Sweetheart, Love
Cutie, Sugar, etc.

Preferred

the secretary, or the person's name

the person's name

manly, womanly

describe the characteristic intended, i.e. brave,
tender, strong, compassionate

girls (for adults)

women

boys (for adults)

men

career girl

name the profession

Does your mother work?

Does your mother work outside the home?

the little woman, the wife

my wife

Speeches and Oral Communication

- Avoid words which put down, exclude or stereotype either sex.
- Sexist jokes must be avoided.
- Inclusive language should be used throughout a speech, presentation.
- Opening forms of address should include both sexes:
 - Good morning, everyone
 - Colleagues and Friends
 - Friends and Associates
 - Colleagues

Correspondence: Internal

- (a) Avoid reference to a woman's marital status, unless specified by the addressee. The use of Ms. is generally acceptable.
- (b) Designation of gender or marital status is unnecessary in addressing internal memoranda or reports.

- (c) Lists and reports should use both first and last names.
- (d) References to all employees should be parallel and consistent, regardless of positions.

Avoid

Mrs. Joanne Brown

Salutation:

Dear Mrs. Brown

Dear Miss Brown

Dear Ms Brown

Preferred

Joanne Brown, Director; or Dr. Joanne Brown, Director; or Joanne Brown

Dear Joanne Brown

Dear Director Brown

Dear Joanne (if known to correspondent)

Closing Identification:

Mr. John Smith, City Councillor

John Smith, City Councillor

Reports:

The following committee members were present:

Ms S. Singh

Mr. E. Walters

Mrs. V. Eng

Mr. Alexander and his assistant Diane

The following committee members were present:

Sharon Singh

Errol Walters

Vera Eng

Phil Alexander and his assistant Diane Haden

Lists:

Reed, Mrs. Clair

Reed, Clair

McBean, Mr. Trevor

McBean, Trevor

Bent, Miss Clarissa

Bent, Clarissa

Correspondence: External

- (a) When initiating external correspondence, marital status should not be designated by title.
- (b) When replying to external correspondence use the form designated by the originator. (i.e.: do not reply Ms. Smith if the originator specifies Mrs. Smith). Where the information is not known do not assume a particular sex or status.
- (c) When initiating correspondence, if sex and name of the addressee are unknown use the form "Dear Madam/Sir".
- (d) Signatures are a personal choice. However, the traditional requirement of a courtesy title in front of the typewritten name of a woman is not necessary.

Avoid

Mr. and Mrs. Ben Chinsue

Mr. Robert Williamson

Mrs. Akila Opoku

Miss A. Opoku

Preferred

Clara and Ben Chinsue

C. and B. Chinsue

Robert Williamson

Akila Opoku

A. Opoku

Salutation:

Dear Mr. and Mrs. Hassan Ali

Dear Carla and Hassan Ali

Dear Carla and Hassan (if known to correspondent)

Dear Gentlemen

Dear Madam/Sir

Dear Colleagues

Dear Constituents

Dear Friends

Non-Sexist Research:

The Canadian Psychological Association states research is sexist when it is based on the assumption that men and their interests are more important than women and are more representative of humanity. Sexist bias manifests itself in many ways, including, but not limited to the following:

- researchers use sexist language.
- research is carried out without reference to the economic, social and political context of women's lives.
- researchers omit women from their population sample.

Researchers, authors, editors, readers and reviewers should be aware of sexist bias at all stages of a research project: the literature review, forming the questions, design, sample selection, dependent variables, statistical analysis and the reporting and interpretation of the results.

Conclusion

Eliminating sexist language takes diligence and education. We must recognize and reinforce the proper terminology if we want women to become full and equal participants in our society. It is important that as City representatives, we recognize that communications have a cumulative impact on the perceptions of individuals, their behaviour and their aspirations. Presenting women in a fair and equitable light is one way to fight discrimination.

RESOURCES

1. Canadian Advisory Council on the Status of Women, Guidelines for Non-Sexist Language.
2. Canadian Association of Broadcasters, Sex-Role Portrayal Code for Television and Radio Programming.
3. Canadian Broadcasting Corporation, CBC. Guidelines for Sex-Role Portrayal, August 1991
4. Correctional Services Canada, On Equal Terms. How to Eliminate Sexism in Communications, Supply and Services Canada. 1989
5. McMaster University, Policy Statement on Inclusive Communications and Communications Guidelines, April 1990
6. Michigan State University, Division of Women's Programs, Fact Sheet on Bias-Free Communication (undated)
7. Ontario Ministry of Education, Human Resources Branch, Guidelines for Non-Sexist Communications June 1991
8. Ontario Women's Directorate, Non-Sexist Language in the Workplace, (undated)
9. Ryerson Polytechnical Institute, A Guide to Communicating Gender Parity, (Office of the Employment and Educational Equity) 1988
10. Treasury Board of Canada, Elimination of Sexual Stereotyping, Treasury Board Manual, Information and Administrative Management
11. Wentworth County Board of Education, Guidelines for the Use of Non-Sexist Language, 1988
12. York University, Non-Sexist Language, Office of the Advisor to the University on the Status of Women

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1991 October 18

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. T. Bradley
Manager of Purchasing

SUBJECT: SUPPLY AND DELIVERY OF 146 SELF-
CONTAINED BREATHING APPARATUS (S.C.B.A.)
AND 400 S.C.B.A. AIR CYLINDERS, HAMILTON
FIRE DEPARTMENT

RECOMMENDATION:

That a purchase order be issued to Safety Supply Canada, Richmond Hill, in the amount of \$528,020.22, including all taxes, for the supply and delivery of 146 Self-Contained Breathing Apparatus (S.C.B.A.) and 400 S.C.B.A. Air Cylinders, for the Hamilton Fire Department, being the lowest, acceptable proposal received in accordance with specifications issued by the Manager of Purchasing and Vendor's proposal, and that this expenditure be financed through Breathing Apparatus Conversion Account No. CF5200 48915004.



T. Bradley, Manager of Purchasing

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:
N/A

BACKGROUND: Tender Analysis

Levitt-Safety, Oakville	\$448,178.17 *
Levitt-Safety, Oakville	456,100.17 *
Safety Supply Canada, Richmond Hill	528,020.22
MSA Canada Inc., North York	510,254.30
Draeger Canada Ltd., Mississauga	533,765.94
C.E. Hickey & Sons, Hamilton	564,576.10
Levitt-Safety, Oakville	565,452.26

* Do not meet specifications.

Above prices include all taxes. The supplier was selected on the testing performance of the S.C.B.A. equipment offered and the compatible air cylinders. Testing evaluation chart attached.

BREATHING APPARATUS

Low Bid

Second Low Bid

Not Acceptable

Acceptable

Not Acceptable

	LEVITT	SAFETY SUPPLY	MSA	DRAEGER	HICKEY
MASK BRAND	SURVIVAIR	SCOTT	MSA	DRAEGER	CAIRNS
VOICE COMM	ACCEPTABLE	ACCEPTABLE	UNABLE TO FIELD TEST	ACCEPTABLE	ACCEPTABLE
HARNES	ACCEPTABLE	SIMPLEST/FASTEST ADJUSTMENT	NO UNIT PROVIDED FOR TESTING	ACCEPTABLE	ACCEPTABLE
REGULATOR	NO FAIL - SAFE BACKUP	HAS A FAIL - SAFE BACKUP		NO FAIL - SAFE BACKUP	NO FAIL - SAFE BACKUP
BOTTLE EXCHANGE	EASILY PERFORMED	EASILY PERFORMED		CUMBERSOME	CUMBERSOME
LOW PRESSURE ALARM SYSTEM TYPE	BELLS DOES NOT USE BREATHING AIR	VIBRATION/SOUND DOES NOT USE BREATHING AIR		AIR - WHISTLE UTILIZES BREATHING AIR	AIR - WHISTLE UTILIZES BREATHING AIR
AUDIBILITY	UNCLEAR	CLEARLY DISTINGUISHABLE		UNCLEAR	UNCLEAR
AIR LINES	NOT ACCEPTABLE	ACCEPTABLE		NOT ACCEPTABLE	ACCEPTABLE

CITY OF HAMILTON

- RECOMMENDATION -

C(i)

DATE: 1991 October 4

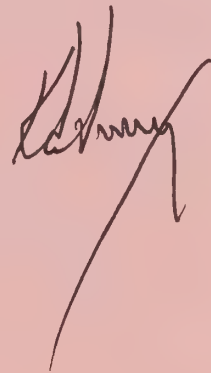
REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. K. E. Avery
City Clerk

SUBJECT: CIVIC AWARD - ONTARIO GOLF ASSOCIATION

RECOMMENDATION:

That a Civic Silver Pin be awarded to Mitch Mahoney for winning the 1991 Ontario Juvenile Golf Championship.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A. Awards are available from on-hand stock

BACKGROUND:

Confirmation of this championship has been received in writing from the Hamilton and District Chamber of Commerce and from the Ontario Golf Association.

C (u)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1991 October 1

OCT 3 1991

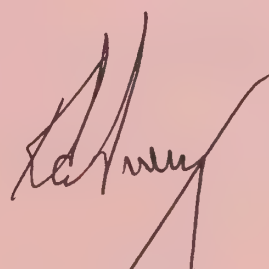
REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. K. E. Avery
City Clerk

SUBJECT: Big Brother Association
Soap Box Derby and Barbecue

RECOMMENDATION:

That approval be given to the action taken by the City Clerk in authorizing Property Maintenance staff overtime associated with the Big Brother Pit Area and Barbecue in the City Hall parking lot during their Soap Box Derby on Sunday, 1991 September 29 from 9:00 a.m. - 4:00 p.m.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Sufficient funds are available in Account No. CH55222 10034 - Use of City Facilities by Outside Groups.

BACKGROUND:

City Council at its meeting held 1991 July 30 on the recommendation of the Finance and Administration Committee approved the request of the Big Brother Association of Burlington and Hamilton-Wentworth Inc. to use the City Hall parking lot on Sunday 1991 September 29 from 9:00 a.m. - 4:00 p.m. for a Pit Area and Barbecue during their Soap Box Derby.

At that time there were no financial implications associated with this request. However, the Big Brother Association subsequently requested the use of the first floor washrooms for their volunteers during the Soap Box Derby and it was necessary for a Property Maintenance staff person to be in attendance.

cc: Mayor's Office

Mrs. R. Morrison
City Clerk's Office

Information Desk

File

C. (iii)

CITY OF HAMILTON

- RECOMMENDATION -

OCT 3 1991

DATE: 1991 October 1

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee


FROM: Mr. K.E. Avery
City Clerk

SUBJECT:

Lung Association Flag

RECOMMENDATION:

That consideration be given to the request from the Lung Association to fly the Lung Association flag at City Hall during November and December, 1991.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

cc: Mayor's Office
Mr. R. Swan, Manager
Property Maintenance Division
Mrs. R. Morrison
City Clerk's Office
Information Desk
File

C. (iv)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1991 October 3

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. K. E. Avery
City Clerk

SUBJECT:

Hamilton Board of Education City Wide Choir

RECOMMENDATION:

That permission be granted to the Hamilton Board of Education City Wide Choir to use the second floor foyer and piano on Thursday, 1991 December 12 from 11:30 a.m. - 12:00 noon to sing Christmas Carols.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

cc: Mayor's Office
Mr. R. Swan, Manager
Property Maintenance Division
Mrs. R. Morrison
City Clerk's Office
Information Desk
File

C. (v.)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1991 October 3

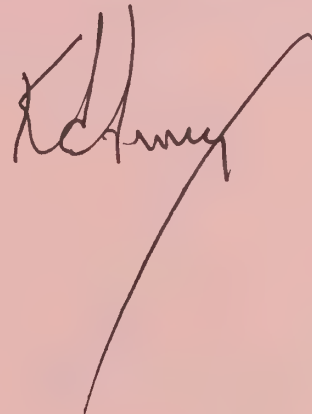
REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. K. E. Avery
City Clerk

SUBJECT: Canadian Hearing Society - Use of Council Chamber

RECOMMENDATION:

That approval be given to the action taken by the City Clerk in authorizing the Regional Advisory Committee for the Physically Disabled to use the Council Chamber on Monday, 1991 October 07 from 1:00 - 3:00 p.m. in order that the Canadian Hearing Society may conduct a review with regard to an FM system for people with hearing impairments.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

cc: Mayor's Office
Councillor G. Copps, Chairman, Access to Participation
Sub-Committee
Mr. R. Swan, Manager, Property Maintenance Division
Mrs. R. Morrison, City Clerk's Office
Information Desk
File

OCT 15 1991

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1991 October 15

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. K. E. Avery
City Clerk

SUBJECT: Flying of Latvian Flag

RECOMMENDATION:

- (a) That the request of the Latvian Society in Hamilton to fly the Latvian flag at City Hall from 1991 November 15 - November 22 in recognition of Latvia's Independence Day, be approved.
- (b) That the City Clerk be granted the authority to approve of a similar use in future years, provided it does not interfere with any other activity.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

cc: Mayor's Office

Mr. R. Swan, Manager
Property Maintenance Division

File



OCT 15 1991

C. (vii)

CITY OF HAMILTON

RECOMMENDATION

DATE: 1991 October 15

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. K. E. Avery
City Clerk

SUBJECT: Use of Council Chamber - Dictionary of Hamilton
Biography

RECOMMENDATION:

That permission be granted to the Directors of the Dictionary of Hamilton Biography to use the Council Chamber and second floor foyer on Friday, 1991 November 15 at 8:00 p.m. for a book launching and reception.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

cc: Mayor's Office
Mr. R. Swan, Manager
Property Maintenance Division
Mrs. R. Morrison
City Clerk's Office
Information Desk
File

A handwritten signature in black ink, appearing to be 'K. E. Avery', with a long diagonal stroke extending from the bottom right.

C. (viii)

CITY OF HAMILTON**- RECOMMENDATION -**

DATE: 1991 October 15

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. K. E. Avery
City Clerk

SUBJECT: Use of Council Chamber - Hamilton Status of Women
Sub-Committee

RECOMMENDATION:

That approval be given to the action taken by the City Clerk in authorizing the Hamilton Status of Women Sub-Committee to use the Council Chamber on Friday, 1991 October 18 from 7:00 p.m. to approximately 10:00 p.m. for a public awareness seminar on breast screening.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A



cc: Mayor's Office
Mr. R. Swan, Manager
Property Maintenance Division
Mrs. R. Morrison
City Clerk's Office
Information Desk
File

C. (ix)

CITY OF HAMILTON**- RECOMMENDATION -**

DATE: 1991 October 15

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. K. E. Avery
City Clerk

SUBJECT: Use of Council Chamber - United Nations Association

RECOMMENDATION:

- (a) That approval be given to the action taken by the City Clerk in authorizing the United Nations Association, Hamilton District Branch, to use the Council Chamber and second floor foyer on Thursday, 1991 October 24 from 7:30 - 9:30 p.m. for a Proclamation Ceremony and reception to celebrate United Nations Day.
- (b) That the City Clerk be granted the authority to approve of a similar use in future years, provided it does not interfere with any other activity.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

cc: Mayor's Office
Mr. R. Swan, Manager
Property Maintenance Division
Mrs. R. Morrison
City Clerk's Office
Information Desk
File

C. (X)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1991 October 15

REPORT TO: John D. Thompson, Secretary
Finance and Administration Committee

FROM: Charlene J. Coutts, Secretary
Arts Advisory Sub-Committee

SUBJECT: Arts Advisory Sub-Committee - 1991 Public Meeting

RECOMMENDATION:

- (a) That permission be granted to the Arts Advisory Sub-Committee to use the Council Chambers on Thursday, 1991 November 21 from 7:00 o'clock p.m. to 9:00 o'clock p.m. for the purpose of holding its 1991 Annual Meeting; and,
- (b) That the City Clerk be directed to place an advertisement in the local newspaper to inform the citizens of Hamilton of this Public Meeting.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Approximately \$350.00 to be charged to the City Clerk's Department Advertising Account No. CH 56302 12001.

BACKGROUND:

The mandate of the Arts Advisory Sub-Committee provides for the holding of an Annual Public Meeting with the Arts Community for its input and information.

- c.c.'s - Keith Avery, City Clerk - Attention: Stan Hollowell, Manager, Records Division
- Kevin Christenson, Secretary, Parks and Recreation Committee
 - Rob Swan, Manager, Property Maintenance Division, Property Department
 - Ruth Morrison, City Clerk's Department
 - Stella Glover, City Clerk's Department
 - Mayor's Office
 - Information Desk

C. (xi)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1991 October 16

REPORT TO: John D. Thompson, Secretary
Finance and Administration Committee

FROM: Keith E. Avery
City Clerk

SUBJECT: Use of City Facilities - Youth for Croatia

RECOMMENDATION:

That permission be granted to the Youth for Croatia to use the City Hall forecourt and related equipment for a peaceful gathering to support the struggle for democracy in Croatia on Sunday, 1991 November 03 from approximately 2:00 - 4:00 p.m.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Sufficient funds are available in Account No. CH55222 10034 - Use of City Hall Facilities by Outside Groups, for staff overtime associated with this event.

cc: Mayor's Office
Rob Swan, Manager, Property Maintenance Division
Ruth Morrison, City Clerk's Office
Information Desk
File

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1991 October 16

REPORT TO: John D. Thompson, Secretary
Finance and Administration Committee

FROM: Keith E. Avery
City Clerk

SUBJECT: Annual Children's Christmas Party -
Local 167

RECOMMENDATION:

- a) That permission be granted to the Canadian Union of Public Employees, Local 167, to use the lobby and foyer areas of City Hall on Sunday, 1991 December 15 from 1:00 p.m. - 4:00 p.m. for their Annual Children's Christmas Party.
- b) That the City Clerk be granted the authority to approve of a similar use in future years, provided it does not interfere with any other activity.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Sufficient funds are available in Account CH55522 10034 - Use of City Hall by Outside Groups for staff overtime associated with this event.

cc: Mayor's Office
Rob Swan, Manager, Property Maintenance Division
Ruth Morrison, City Clerk's Office
Information Desk
File

D. (i)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 September 30

SEP 30 1991

REPORT TO: Ms. T. Agnello, Acting Secretary
Finance and Administration Committee

FROM: Mr. E. C. Matthews
Treasurer

SUBJECT: CONSTRUCTION OF THE UNCOMPLETED
PORTIONS OF FIELDWAY DRIVE, MILLWOOD
PLACE, AND A PUBLIC WALKWAY, HAMILTON

RECOMMENDATION:

That the City's Share of Services for the construction of the uncompleted portion of Fieldway Drive, Millwood Place and Public Walkway in Hamilton including engineering fees to a total amount of \$166,719.00 be financed from the Reserve for City's Share of Services Through Unsubdivided Lands.



E.C. Matthews, Treasurer

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

See above recommendation. This project is included in the 1991-1995 Capital Budget Program.

BACKGROUND:

This item will be considered by the Transport and Environment Committee on September 30, 1991. Please refer to the letter of September 19, 1991 from Mr. L.D. Turvey, Commissioner of Transportation/Environmental Services.

c.c. Mr. L. D. Turvey, P.Eng., Commissioner of Transportation/
Environmental Services
Ms. T. Agnello, Secretary, Transport and Environment Committee
Mr. R. Meiers, Public Works Department

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 September 19
806-47 M. J. Inrig


REPORT TO: T. Agnello, Secretary
Transport and Environment Committee

FROM: L. D. Turvey, P.Eng.
Commissioner of Transportation/
Environmental Services

SUBJECT: Construction of the Uncompleted Portions of Fieldway Drive,
Millwood Place, and a Public Walkway, Hamilton

RECOMMENDATION:

- a) That the City Treasurer be authorized and directed to pay engineering fees in the estimated amount of \$5,500.00 to A. J. Clarke and Associates Limited, whose services were retained by the City for the design of City municipal services on Fieldway Drive, Millwood Place and an adjoining public walkway in Hamilton; and
- b) That the cost for the construction of municipal services on Fieldway Drive, Millwood Place and the public walkway (estimated at \$161,219.00) be approved; and
- c) That the Finance and Administration Committee recommend the source of funding for the engineering fees and the costs related to the construction of the works (totalling \$166,719.00).



for L. D. Turvey, P. Eng.
Commissioner of Transportation/
Environmental Services

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The estimated amount to be approved at this time for the design and construction of above ground municipal services on Fieldway Drive, Millwood Place and the adjoining walkway is \$166,719.00. Approximately \$131,000.00 of the costs incurred by the City for design and construction will be recovered through the mechanism of 0.30 m reserves,

Cont'd...

Construction of the Uncompleted Portions of Fieldway Drive,
Millwood Place, and a Public Walkway, Hamilton

Cont'd...

when the adjacent owners develop their lands. Works associated with the walkway and cul-de-sac construction on the southerly branch of Fieldway Drive is estimated to be \$25,205.00. The remaining portion (\$10,514.00) will not be recoverable in the future.

BACKGROUND:

On 1989 October 31, City Council in adopting Item 8 of the Transport and Environment Committee Report 17-89, authorized the establishment of Fieldway Drive, Millwood Place and a public walkway at the intersection of these two streets, following the acquisition of all the necessary lands. The acquisition of lands and the establishment of the roadways were at the request of adjacent land owners and would allow for the development of the interior lands in accordance with the approved neighbourhood plan.

Council also authorized that A. J. Clarke and Associates Limited be retained to prepare the engineering drawings and complete the design for the required municipal works, on the two streets and public walkway.

On 1991, September 18, the City completed the acquisition of all the lands necessary for the two roads and the walkway. The consultant is in the process of completing the engineering design to coincide with the acquisition of lands. This report is to authorize the payment of engineering fees estimated at \$5,500.00 to A. J. Clarke & Associates Limited for their consulting engineering services associated with the design of municipal services on Fieldway Drive, Millwood Place and the proposed public walkway.

Approval is also being obtained for the funds necessary for the construction of the municipal services which are estimated to be \$161,219.00. City Council has previously authorized the Commissioner of Transportation/Environmental Services to proceed with the construction after all lands had been acquired. It is very unlikely that time and the weather will permit the services to be constructed this year. Also, the Region may not have sufficient funds available in the 1991 budget to finance the sewer and watermain. Therefore, scheduling of the works will be established so that Fieldway Drive, Millwood Place and the Public Walkway will be completed early in the spring of 1992.

 MJI:kk

cc: E. C. Matthews, Treasurer
City Treasury Department

cc: R. Meiers, Public Works Department

D. (ii)

CITY OF HAMILTON**- RECOMMENDATION -**

DATE: 1991 October 11

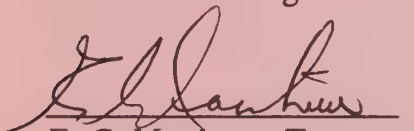
REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. E. C. Matthews
Treasurer

SUBJECT: **FINANCING THE PROPOSED CONSTRUCTION OF
AN INDEPENDENT CONCRETE SIDEWALK ON THE
NORTH SIDE OF CONCESSION STREET FROM
BELVIDERE AVENUE TO APPROXIMATELY 99
METRES EASTERLY**

RECOMMENDATION:

That the City Treasurer be authorized to allocate \$11,900.00 from 1991 Capital Levy to construct an independent concrete sidewalk on the north side of Concession Street from Belvidere Avenue to approximately 99 metres easterly under the Local Improvement Act at an estimated gross cost of \$11,900 being the City's share.


E. C. Matthews, Treasurer**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

See above recommendation. This project is included in the 1991-1995 Capital Budget Program under Project No. 45.0.

BACKGROUND:

This item will be considered by the Transport and Environment Committee on October 21, 1991.

c.c. Ms. T. Agnello, Secretary, Transport and Environment Committee
Mr. J. G. Pavelka, P.Eng., Director of Public Works
Attention: Mr. R. Meiers

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1991 October 10

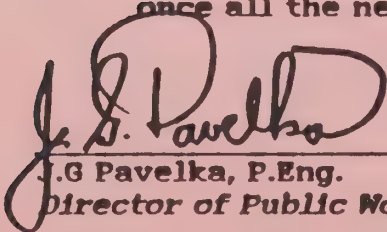
REPORT TO: T. Agnello, Secretary
Transport and Environment Committee

FROM: Mr. J. G. Pavelka, P.Eng.
Director of Public Works

SUBJECT: Proposed Construction of an Independent
Concrete Sidewalk on Concession Street (North
Side) from Belvidere Avenue to Approximately 99m
Easterly.

RECOMMENDATION:

- a) That the construction of an independent concrete sidewalk on the north side of Concession Street from Belvidere Avenue to approximately 99m easterly proceed as a Local Improvement pursuant to Section 12 of the Local Improvement Act, at an estimated gross cost of eleven thousand, nine hundred dollars (\$11,900.), as provided in the 1991 portion of the 1991-1995 Capital Budget with a City share of eleven thousand, nine hundred dollars (\$11,900.), and;
- b) That the Finance and Administration Committee be requested to recommend a source of funds for this Capital Project, and;
- c) That the Director of Public Works be authorized to construct these works once all the necessary approvals have been received.



J. G. Pavelka, P.Eng.
Director of Public Works

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Provision has been made for these works in the 1991-1995 Capital Budget.

OCT 15 1991

BACKGROUND:

The redevelopment of the western portion of Sam Lawrence Park has been substantially completed. There is a section of sidewalk that has never been built and should be constructed as a local improvement. The construction of an independent concrete sidewalk on the north side of Concession Street adjacent to the park will complete the sidewalk construction in this area and provide a proper walking surface for pedestrians.

The location of the proposed project is shown on the attached plan.

RPM:hm
RPM

Attch.

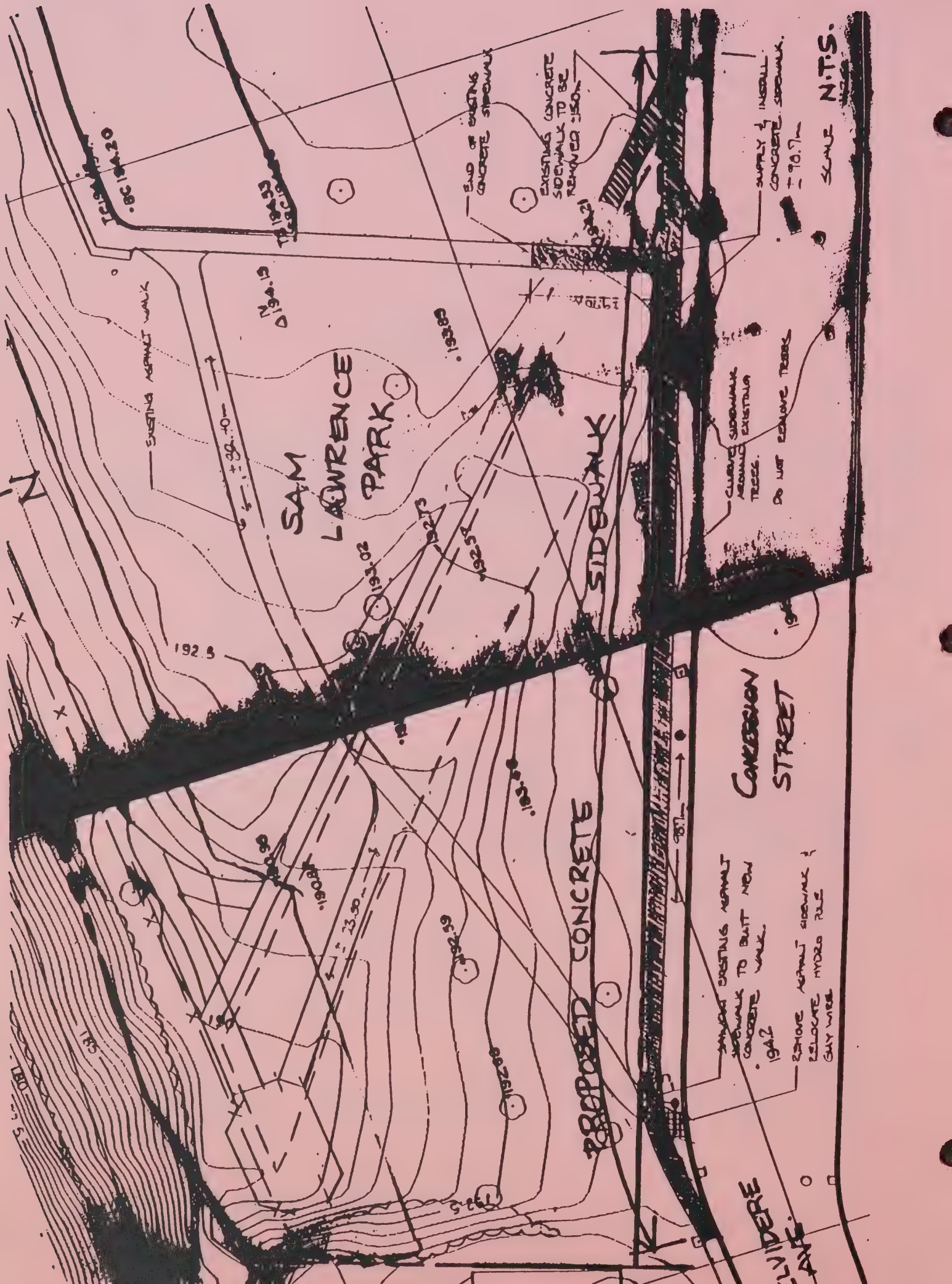
c.c. E. C. Matthews, City Treasurer
Treasury Department
ATTN: N. Adyha, Manager of Budgets

G. Lawson, Commissioner
Finance Department

A. Georgieff, Director
Local Planning

J. Thompson, Secretary
Finance and Administration Committee

R. Chrystian, Manager of Parks Division
Public Works Department
ATTN: W. Plessl, Superintendent of Park Development



SAM
LAWRENCE
PARK

PROPOSED CONCRETE
SIDEWALK

CONCESSION
STREET

REMOVE EXISTING ASPHALT
SIDEWALK TO BUILT NEW
CONCRETE WALK
194.2
REMOVE ASPHALT SIDEWALK &
RELOCATE HYDRO P.E.
GUY WIRE

CURB SIDEWALK
AROUND EXISTING
TREES.
DO NOT REMOVE TREES

SUPPLY & INSTALL
CONCRETE SIDEWALK
± 90.7m

SCALE N.T.S.

D. (iii)
OCT 3 1991.

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 October 3

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. E. C. Matthews
Treasurer

SUBJECT: Municipal Student Awareness Program

RECOMMENDATION:

That the Treasurer be authorized to make application to hire one student under the Municipal Student Awareness Program of the Ministry of Municipal Affairs for a period of 18 weeks.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Estimated Gross Salary and Benefits	\$5,445
Provincial Contribution (50% to a maximum of \$150 per week)	<u>2,700</u>
Estimated City's Share	<u>\$2,745</u>

The estimated City's share of \$2,745 will be provided in Treasury Account CH 51002 25215 (Accounting - Temporary Staff) in the 1992 Estimates.

BACKGROUND:

The City of Hamilton has participated in the Municipal Student Awareness Program (formerly Involvement in Municipal Administration) since 1974, thereby providing employment for a local university or college student.

Under the Program, a municipality may hire one student currently enrolled in a core education program of:

1. Business, public or municipal administration;
2. Commerce, economics or political science;
3. Environmental studies, urban geography, urban or regional planning;
4. Law; or
5. Computer science.

The intent is to employ a student for data entry in the Accounting, Accounts Payable and Payroll Sections of the Treasury for a period of eighteen (18) weeks commencing January 2, 1992 to April 30, 1992.

The Ministry of Municipal Affairs have advised that funding is available to the City of Hamilton for a proposal to hire a student during the January to April, 1992 time frame.

cc: Mr. L. Sage
Chief Administrative Officer

Mr. John Johnston
Commissioner of Human Resources
Attention: Ms. Doreen Jones

MUNICIPAL STUDENT AWARENESS PROGRAM

Detailed Work Plan

PROJECT DESCRIPTION

Input accounting entries, invoices for payment, and other source documents to the financial system on-line via computer terminal. Analyse and reconcile accounts and update files. Assist in other areas where required.

The student will benefit by becoming familiar with a wide variety of accounting entries and procedures, and will have the opportunity to meet the challenges of working in different areas of the Finance division of the Treasury Department.

DEPARTMENT

The student will be assigned to the Treasury Department and will be given the opportunity for experience in the Accounting section, Accounts Payable, and the Payroll section.

PRINCIPAL DUTIES

- become familiar with the computerized financial system in place in the Treasury Department, through manuals and on-site training;
- input entries via computer terminal to an on-line financial system; balance and reconcile input;
- under the supervision of the Supervisors of each section (Accounting, A/P, and Payroll), perform whatever duties are necessary, mainly assisting in reconciling and verifying accounts, and updating and preparing reports on the status of accounts.

IRH

91/04/09



Ontario

Ministry of
Municipal
AffairsMinistère des
Affaires
municipalesApplication for Program Participation
Municipal Student Awareness ProgramFormulaire de demande de participation au programme
Programme de sensibilisation des étudiants à l'administration municipaleReturn Form To:
Municipal Student Awareness Program
Ministry of Municipal Affairs
Subsidies Branch
12 - 777 Bay Street
Toronto, ONT M5G 2E5Retourner le formulaire de demande au :
Programme de sensibilisation des étudiants à l'administration municipale
Ministère des Affaires municipales
Direction des subsides
777, rue Bay, 12^e étage
Toronto (Ontario) M5G 2E5

For Ministry Use Only/Réserve au bureau

Applicant Information/Renseignements sur l'auteur(e) de la demande

Name of Municipality/Nom de la municipalité
CORPORATION OF THE CITY OF HAMILTON

Mailing Address/Adresse postale

71 MAIN STREET WEST, HAMILTON, ONTARIO L8N 3T4

Contact Person(s) - Name Personne(s)-ressource(s) - Nom	Position/Poste	Area Code/ Indicatif régional	Telephone No./ N° de téléphone
ROBERT D. UNDERHILL	SUPERVISOR OF SUBSIDIES	416	546-4517

Work Plan Information/Renseignements sur le plan de travail

On a separate attachment submit a detailed work plan for the student. Work assignment should be one or more special projects directly related to the specific responsibilities of municipal government. Preference will be given to applications with work assignments that clearly demonstrate that the student will gain experience unique to municipal government. (See Sample)

Présentez le plan de travail détaillé de l'étudiant ou de l'étudiante sur une feuille détachée. Les tâches qui lui sont attribuées devraient consister en un ou plusieurs projets directement liés aux responsabilités particulières de l'administration municipale. On donnera la préférence aux demandes prévoyant des tâches qui permettront à l'étudiant ou à l'étudiante d'acquérir une expérience de travail propre à l'administration municipale. (Voir exemple)

Financial Calculations/Calculs financiers

Are you planning to hire a co-op student/ Avez-vous l'intention d'embaucher un(e) étudiant(e) qui participe à un programme d'alternance?	Anticipated period of employment/Période d'emploi prévue	Number of Work-Weeks/ Nombre de semaines de travail
<input type="checkbox"/> Yes/Oui <input checked="" type="checkbox"/> No/Non	Day/ Month/ Year/ jour mois année From:/Du 0, 2 0, 1 9, 2 To:/Au 3, 0 0, 4 9, 2	18

Payroll Calculation - Include salary, vacation pay, C.P.P., U.I.C., Workers' Compensation and any other benefits/

Calculs des charges de personnel - comprend salaire, indemnité de vacances, R.P.C., assurance-chômage, accidents du travail et autres avantages sociaux.

Number of Work-Weeks/ Nombre de semaines de travail 1 18	X	Weekly Wage/Salaire hebdomadaire 2 302.48	=	Total Estimated Payroll Costs/Coût total approximatif des charges de personnel 3 5,444.64
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Municipal Certification/Attestation

I certify that the information provided in this application is accurate./

J'atteste que les renseignements fournis dans cette demande sont exacts.

Name of Municipal Treasurer/Nom du trésorier (de la trésorière)	Signature	Date
E.C. Matthews		91/10/05

For Ministry Use Only/Réserve au bureau

☐ Approved/Approuvée☐ Rejected/Rejetée☐ Waiting List/Liste d'attente

Name/Nom	Position/Poste	Signature	Date
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D(iv)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1991 October 16

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. E. C. Matthews
Treasurer

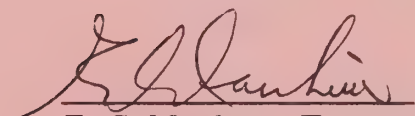
SUBJECT: NEW TREASURY USER FEE

RECOMMENDATION:

- a) that the Treasurer be authorized to implement the following user fee for services performed by the Treasury Department, effective January 1, 1992:

	<u>1991</u>	<u>1992</u>
<u>Description</u>	<u>Fee</u>	<u>Fee</u>
i) Prior Year's Tax Analysis	-	\$25.00

- b) that this fee be increased annually for the rate of inflation rounded to the next dollar, to offset the city's administrative and processing costs in handling this item;


E. C. Matthews, Treasurer

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

This new fee will generate approximately \$3,875 in additional revenue.

BACKGROUND:

In conjunction with the preparation of the 1992 Budget Estimates for the City of Hamilton, we have looked at areas where user fees could be charged to increase revenues.

I am recommending adopting the proposed fee of \$25.00 effective January 1, 1992, which would generate an additional revenue of \$3,875 based on the present level of 155 enquiries. Prior year's tax analysis requires the preparation of a formal statement of all amounts owing and the dates of each payment, and requires searching records on microfilm and then typing out and mailing the information. The majority of requests for this information is from lawyers and mortgage companies.

BACKGROUND: - Continued

For your information, the following schedule of additional Treasury user fees have been increased by 5% effective January 1, 1992. City Council, at its December 11, 1990 meeting, adopted the following resolution relative to Treasury user fees:

"that these fees be increased annually for the rate of inflation rounded to the next dollar:

		1991 <u>Fee</u>	1992 <u>Fee</u>
i)	Cheques returned N.S.F. on all items	\$ 14.00	\$ 15.00
ii)	Tax certificates	15.00	16.00
iii)	Local improvement enquiries	21.00	22.00
iv)	Tax Registrations	550.00	575.00
v)	Subdivision Compliance Letter	21.00	22.00

D. (v)

CITY OF HAMILTON

- RECOMMENDATION -

SEP 27 1991

DATE: 1991 September 25

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: E. C. Matthews
Treasurer

SUBJECT: TAX APPLICATIONS PROCESSED UNDER SECTION 496(a)
OF THE MUNICIPAL ACT IN ACCORDANCE WITH BILL 59
(MUNICIPAL ACT AMENDMENT) CHAPTER 31 STATUTES OF
ONTARIO, 1988

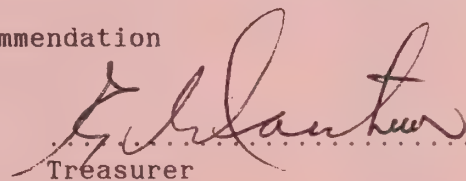
RECOMMENDATION:

That realty and business tax applications processed under Section 496(a) of The Municipal Act in accordance with Bill 59 (Municipal Act Amendment) Chapter 31 Statutes of Ontario, 1988 in the amount of \$104,702.65 be approved and charged to CH53307-24104 Tax Remissions.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

See above recommendation


.....
Treasurer

BACKGROUND:

On June 8, 1988 Section 15 of Bill 59 received Royal Assent. This Section provides for the Municipality a means whereby Municipal Councils may approve tax refunds due to clerical errors in the Assessment Roll. The period for application is limited to two years preceding the date of application.

Such applications are only valid and therefore may only be heard and approved by Council providing that certain prior conditions are met; most importantly that all applications must be confirmed and approved by the Regional Assessment Commissioner.

As much as the Regional Assessment Commissioner has confirmed and approved these appeals, it is felt that the above recommendation is justified.

City of Hamilton
Treasury

"496(A)" APPLICATIONS

A - Out of Business
B - Reduced Space
C - Fire, Demolition, Otherwise
D - Mill Rate Conversion

E - Overcharged (Clerical Error)
F - Undercharged (Clerical Error)
G - Tax Exempt

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<u>Application</u> <u>Number</u>	<u>Roll Number</u>	<u>Appeal</u> <u>Year</u>	<u>Reason for</u> <u>Appeal</u>	<u>Tax</u> <u>Cancellation</u>
<u>REALTY</u>				
10161	030 2610 0970	1989	D	134.63
10180	050 3910 3020	1989	D	531.64
10181	050 3910 3020	1988	D	490.89
10184	050 5310 9110	1989	E	237.55
10185	050 5310 9110	1988	E	219.34
10186	020 1710 8240	1989	D	291.16
10187	060 5810 2495	1989	E	4,010.43
10188	060 5810 2495	1988	E	3,703.01
10194	050 4510 3090	1990	C	36.84
10195	050 4510 3090	1989	C	32.41
10196	070 6610 3620	1989	C	21.17
10197	070 6610 3620	1990	C	40.86
10198	020 1390 5400	1990	D	65.51
10199	030 2660 2750	1989	G	873.88
10200	070 8710 5910	1990	C	66.22
10201	080 9410 6270	1990	C	56.97
10202	060 5810 6990	1990	C	81.17
10203	030 2720 2600	1989	C	36,710.50
10205	030 2010 0340	1990	C	182.78
10206	030 2330 0010	1990	E	.00
10207	030 2330 0010	1989	E	00
Total Realty				47,786.10

BUSINESS

10170	020 1535 2000 0020 901 0	1989	E	.00
10171	020 1535 2000 0020 901 0	1988	E	.00
10172	050 4010 1410 0020 901 0	1988	E	.00
10173	060 7210 5600 0010 901 0	1988	E	2,955.37
10174	050 4010 1410 0020 901 0	1989	E	.00
10175	060 7210 5600 0010 901 0	1989	E	3,162.59
10182	050 3910 3020 0020 911 0	1989	A	2,125.56
10183	050 3910 3020 0020 911 0	1988	A	1,962.62

City of Hamilton
Treasury

"496(A)" APPLICATIONS

A - Out of Business
B - Reduced Space
C - Fire, Demolition, Otherwise
D - Mill Rate Conversion

E - Overcharged (Clerical Error)
F - Undercharged (Clerical Error)
G - Tax Exempt

=====

<u>Application</u> <u>Number</u>	<u>Roll Number</u>	<u>Appeal</u> <u>Year</u>	<u>Reason for</u> <u>Appeal</u>	<u>Tax</u> <u>Cancellation</u>
<u>BUSINESS - Cont'd</u>				
10189	020 1225 0520 0020 911 0	1990	A	306.87
10190	020 1210 4030 0020 911 0	1990	A	72.11
10191	020 1310 6510 0020 911 0	1990	A	2,005.18
10192	020 1225 0550 0020 911 0	1990	A	794.17
10193	010 0210 7080 0100 911 0 06	1990	E	21,505.78
10204	030 2720 2600 0020 911 0	1989	B	<u>22,026.30</u>
Total Business				<u>54,916.65</u>
Total Adjustment				104,702.65 =====

1991 September 19

DJW/ce

D. (vi)

CITY OF HAMILTON

- INFORMATION -

DATE: 1991 October 11

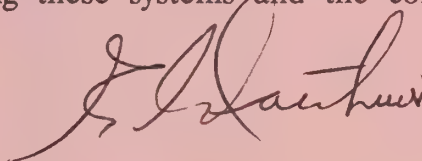
REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. E. C. Matthews
Treasurer

SUBJECT: Post Audit Letter
Recommendations and Comments Concerning
Accounting Systems, Procedures and Controls
For 1990

BACKGROUND:

Enclosed is the 1990 Management Letter issued by Pannell Kerr MacGillivray Chartered Accountants on the City's operations for the Committees review. Included in the management letter are the observations or weaknesses of the existing systems audited, recommendations for strengthening these systems and the corrective action taken by management.



c.c. Members of City Council

CITY OF HAMILTON

POST AUDIT LETTER

RECOMMENDATIONS AND COMMENTS CONCERNING
ACCOUNTING SYSTEMS, PROCEDURES AND CONTROLS
FOR 1990

MAY 1991

**PREVIOUSLY REPORTED UNRESOLVED WEAKNESSES
AND WEAKNESSES NOTED IN 1990
FOR THE FIRST TIME**

CONTENTS

	Previously Reported Unresolved Weaknesses		Weaknesses Noted in 1990 For the First Time	
Areas	Number of Recommendations	Page Numbers	Number of Recommendations	Page Numbers
Payables	3	1		
Taxation	1	2		
General	1	3		
Hamilton Public Library	1	4		
Municipal Non-Profit (Hamilton) Housing Corporation	1	5		
Hamilton Municipal Retirement Fund	1	6		
Trust Funds	1	7		
General			1	8
Municipal Non-Profit (Hamilton) Housing Corporation			3	9
Parking Authority			1	10
Hamilton Housing Company Limited			1	11
Business Improvement Areas			1	12-13

OBSERVATION OF EXISTING SYSTEMRECOMMENDATIONS FOR STRENGTHENING SYSTEMMANAGEMENT COMMENTSPAYABLESPreviously Reported Weaknesses

1. According to the Municipal Financial Reporting Handbook, "expenditures should be recognized in the accounting period in which they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay." In the course of our testing we found examples where a payable was set up as at December 31, 1990 yet no goods or services were received until after 1990.

Accounting for expenditures and payables should follow the policies set out in the Municipal Financial Reporting Handbook. Thus, expenditures should not be recorded and payables should not be set up unless the goods or services have been received at year end.

When the listing of outstanding purchase orders is circulated to department heads, a memo should also be sent around for department heads to indicate beside the purchase orders they wish to have set up, the date of receipt of goods or services. This will allow accounts payable to set up payables only where goods or services have been received and will serve as a reminder to department heads which items are allowed to be set up as payables.

2. The inter-fund balance with Hamilton Municipal Retirement Fund does not agree.

Recommendation accepted.

3. Several clearing accounts did not clear at year end.

All clearing accounts should be reviewed on a regular basis (monthly) to ensure that they clear.

Recommendation accepted. Clearing accounts are reviewed on monthly basis.

Ministry guidelines are being followed in this area; any setups occurring outside of the guidelines were inadvertently applied.

Recommendation accepted; this step will be added to the process of determining payables set ups.

MANAGEMENT COMMENTS

RECOMMENDATIONS FOR STRENGTHENING
SYSTEM

OBSERVATION OF EXISTING SYSTEM

TAXATION

Previously Reported Weaknesses

1. As a result of testing the adjustment vouchers for business and realty taxes, we noticed that all are not signed showing proof of authorization. This could lead to unauthorized adjustments being made.

Tax adjustment vouchers should be authorized as well as being signed by the preparer. Authorization should be by someone other than the preparer (i.e. Supervisor of Taxation).

Recommendation Implemented

OBSERVATION OF EXISTING SYSTEM

RECOMMENDATIONS FOR STRENGTHENING
SYSTEM

MANAGEMENT COMMENTS

GENERAL

Previously Reported Weaknesses

1. The journal vouchers are designed to accommodate at least three signatures; the preparer ("Prepared By"), someone who approves the journal voucher ("Approved By") and the Manager of Accounting. In the course of our audit work we discovered that not all journal vouchers were properly approved. For example, there were some journal vouchers that were signed by the same person under "Prepared By" and "Approved By". This could result in an incorrect entry being recorded.

A formal system for review and approval of journal vouchers should be implemented and followed up on a regular basis. For example, journal vouchers prepared by a supervisor should be reviewed and approved by a manager. Under no circumstances should the person preparing the journal voucher also approve it.

The process for reviewing and approving journal vouchers has been examined and new procedures as suggested in the Recommendation are in effect.

<u>OBSERVATION OF EXISTING SYSTEM</u>	<u>RECOMMENDATIONS FOR STRENGTHENING SYSTEM</u>	<u>MANAGEMENT COMMENTS</u>
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HAMILTON PUBLIC LIBRARY

Previously Reported Weaknesses

1. For library purchases there were some cases where there was no written documentation that the goods or services were received. Many times the library staff simply knew that the goods or services were received. Thus payment could be made for goods or services that had not been received.

Receiving documentation and/or packing slips should be retained for all goods or services received. This documentation should be forwarded to the Central Library office if from the branches. At the Central Library office and/or technical services, receiving documentation should be matched with and attached to the invoice before payment. If there is no receiving documentation, then "received" should be recorded on the invoice.

Recommendation accepted.

OBSERVATION OF EXISTING SYSTEM

RECOMMENDATIONS FOR STRENGTHENING
SYSTEM

MANAGEMENT COMMENTS

MUNICIPAL NON-PROFIT (HAMILTON) HOUSING
CORPORATION

Previously Reported Weaknesses

1. There are a few market units where no last month's rent deposit had been received. This implies that the last month's rent would have to be recovered from the tenants when they leave. If the last month's rent is collected at the beginning of the term of rental, it ensures that the tenant does not leave without paying rent for the last month. Not collecting the last month's rent may lead to bad debts.

Ensure that the last month's rent is collected at the beginning of the rental period for all new market tenants. For current tenants who have not paid their last month's rent, an attempt should be made to obtain same.

Letters have been sent to the tenants concerned, to obtain the last month's rent deposit.

MANAGEMENT COMMENTS

RECOMMENDATIONS FOR STRENGTHENING
SYSTEM

OBSERVATION OF EXISTING SYSTEM

HAMILTON MUNICIPAL RETIREMENT FUND

Previously Reported Weaknesses

1. The inter-fund balance with the Corporation of the City of Hamilton did not agree at year end.

The inter-fund balance should be reconciled on a regular basis with any differences followed up promptly.

Recommendation accepted.

OBSERVATION OF EXISTING SYSTEM

RECOMMENDATIONS FOR STRENGTHENING
SYSTEM

MANAGEMENT COMMENTS

TRUST FUNDS

Previously Reported Weaknesses

1. We noticed that some investments were misclassified in various trust funds (i.e. bankers' acceptances were classified as Investments - Municipal Own rather than Investments - Other)

Investments should be properly classified for financial statement purposes.

Recommendation accepted. Investments are properly classified for the Financial Information Return, and any misclassification has been inadvertent.

MANAGEMENT COMMENTS

RECOMMENDATIONS FOR STRENGTHENING
SYSTEM

OBSERVATION OF EXISTING SYSTEM

GENERAL

Weaknesses Noted in 1990 For the First Time

1. On August 28, 1990, City Council approved the establishment of a "Dundurn Castle Restoration" Reserve Fund but City Treasury set up a "Dundurn Castle Restoration" Trust Fund. This means that this money is not included in the City's consolidated financial statements but it is included in the City's Trust Fund financial statements.

City Treasury should determine what Council's intentions were with respect to the Dundurn Castle Restoration Fund. If Council intended the fund to be a reserve fund, then the money must be transferred from the trust fund account to a reserve fund account. If Council intended the fund to be a trust fund, then there should be an amendment made by Council to reflect this.

Recommendation accepted. Present status of these funds is that they are being held in a Reserve Fund.

OBSERVATION OF EXISTING SYSTEM

RECOMMENDATIONS FOR STRENGTHENING SYSTEM

MANAGEMENT COMMENTS

MUNICIPAL NON-PROFIT (HAMILTON) HOUSING CORPORATION

Weaknesses Noted in 1990 For the First Time

1. There is no formal written agreement between Municipal Non-Profit (Hamilton) Housing Corporation and Kiwanis Community Services. This could lead to misunderstandings and conflicts with respect to functions to be performed.
2. In the process of our testing, we noted that there were several invoices at Kiwanis which had no written documentation that goods or services were received. Thus payment could be made for goods or services that had not been received.
3. The bank account used by Kiwanis is non-interest bearing but often contains a rather sizeable sum of money. Therefore the Corporation is potentially losing interest by using this bank account.

A formal agreement should be written up and signed by both parties indicating the terms and functions of each party.

Receiving documentation and/or packing slips should be retained and attached to invoices for all goods and services received. If no receiving slips available, have tenant or superintendent who receives the goods or services sign for goods or services received.

Consideration should be made to transfer all funds managed by Kiwanis into an interest bearing chequing account or else open a new account (interest bearing) which can be used to hold excess funds until they are needed, at which time, a transfer could be made to the non-interest bearing chequing account.

A formal agreement will be signed by Kiwanis and M.N.P.H.H.C. The property management contract(s) are to be tendered in the fall of 1991.

Two changes have been made to the system. The first, is the initiation of a six digit prenumbered work order and continued efforts to ensure the work order is signed. The second step will be monthly visits to the projects to ensure the work is done.

The bank is currently analyzing the current account transactions for the last 6 months with the consideration of putting the funds into an interest bearing account.

MANAGEMENT COMMENTS

RECOMMENDATIONS FOR STRENGTHENING
SYSTEM

OBSERVATION OF EXISTING SYSTEM

PARKING AUTHORITY

Weaknesses Noted in 1990 For the First Time

1. The accounts receivable listing is not reconciled on a timely basis to the general ledger account. Thus the general ledger account contains amounts which cannot be verified (i.e. items yet to be adjusted). During the year, there were also two accounts receivable accounts in use for the same purpose.

The accounts receivable listing prepared by the Parking Authority should be reconciled on a monthly basis to the general ledger account. In addition, only one general ledger account should be used for regular trade receivables.

Recommendation accepted.

OBSERVATION OF EXISTING SYSTEM

RECOMMENDATIONS FOR STRENGTHENING
SYSTEM

MANAGEMENT COMMENTS

HAMILTON HOUSING COMPANY LIMITED

Weaknesses Noted in 1990 For the First Time

1. Tenants' leases are not updated yearly with new rental amounts. Therefore it is not known if the rent being paid has been agreed upon by the landlord and tenant.

Amend leases yearly and have tenant sign agreeing to new rate.

In April 1991 Kiwanis took over the management of the Hamilton Housing properties. Shortly thereafter, current leases were signed by all the tenants incorporating the current monthly rent.

MANAGEMENT COMMENTS

RECOMMENDATIONS FOR STRENGTHENING SYSTEM

OBSERVATION OF EXISTING SYSTEM

BUSINESS IMPROVEMENT AREAS

Weaknesses Noted in 1990 For the First Time

1. The Business Improvement Areas must be consolidated with the City of Hamilton. It is thus the City's responsibility to ensure that financial statements for the BIA's are prepared on a timely basis to facilitate consolidation. This is complicated by the fact that no two BIA's do their accounting in the same manner (two are computerized; five are manual) and the fact that the bookkeepers for the BIA's have varying levels of expertise.

The books and records of the BIA are not reviewed by City staff regularly so that any problems that may occur will not be detected until the time the financial statements are being prepared (usually two or three months after year end).

Recommendation accepted.

A system should be devised to monitor the progress of the Business Improvement Areas on a regular basis.

i.e.) Visits should be made to the BIA treasurers to review the books and records to ensure -

- the books are written up in a neat, orderly fashion
- the books are up-to-date
- all cheques written are recorded in the books at the time the cheque is written as opposed to when the cheque clears the bank (i.e. from the bank statement)
- deposit slips are available and all deposits are properly recorded when the deposit is made as opposed to when it clears the bank
- the books add and cross add
- bank reconciliations are done monthly
- payable and receivable lists are prepared at year end (as a minimum)
- invoices or other suitable documentation (e.g. leases) are available for all disbursements and filed in a systematic manner
- documentation exists for all deposits (i.e. remittance slips, summary showing source of funds) and is filed in a systematic manner

MANAGEMENT COMMENTS

RECOMMENDATIONS FOR STRENGTHENING
SYSTEM

- minutes are kept and are up-to-date
- all accounting entries are appropriate and correct

The visits should ideally be made by someone familiar with accounting and bookkeeping.

OBSERVATION OF EXISTING SYSTEM

E. li

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 October 18

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. John Johnston
Commissioner of Human Resources

SUBJECT: Staffing Classification - City Clerk's Office (C-051-091)

RECOMMENDATION:

That the salary classification for the following non-union position in the City Clerk's Office be approved in accordance with the recommendation made by City Core Group.

<u>POSITION TITLE</u>	<u>FUNCTION</u>	<u>GRADE</u>	<u>SALARY</u>
Freedom of Information Officer	To administer the Municipal Freedom of Information and Protection of Individual Privacy Act. To assist with all aspects of the Corporate Records Program.	0	\$32,382.48 - \$38,059.32


John Johnston

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

n/a

BACKGROUND:

This position was approved in the 1991 Budget by City Council on March 21, 1991.

E. (ii)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 October 17

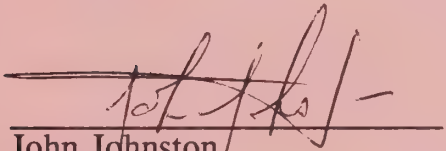
REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. John Johnston
Commissioner of Human Resources

SUBJECT: Appointments To and Terminations From Permanent
Positions with the Corporation of the City of Hamilton
(C-052-091)

RECOMMENDATION:

That the attached listing of Appointments To and Terminations From Permanent positions with the Corporation to October 16, 1991, be approved.


John Johnston

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

n/a

BACKGROUND:

Attached.

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. David Alliston	Probationary Fire Fighter (N1B)	Fire	Replacing - Mr. C. Ellis retired	\$30,680.22	30/09/91
Mr. Peter Becker	Probationary Fire Fighter (N1B)	Fire	Replacing Mr. R. Taylor - retired	\$30,680.22	30/09/91
Mr. John Cerio	Manager of Administration (K)	Real Estate	Replacing Mr. E. Smith - retired	\$45,154.72 to \$53,135.36	02/09/91
Mr. Robert D'Amico	Probationary Fire Fighter (N1B)	Fire	Replacing Mr. J. Graham - retired	\$30,680.22	30/09/91
Mr. Joseph Elliot	Probationary Fire Fighter (N1B)	Fire	Replacing Mr. R. McCall - retired	\$30,680.22	30/09/91
Mr. Joseph Gergyek	Probationary Fire Fighter (N1B)	Fire	Replacing Mr. G. Adriluk - retired	\$30,680.22	30/09/91
Mr. Brent Guy	Probationary Fire Fighter (N1B)	Fire	Replacing Mr. J. Samek - retired	\$30,680.22	30/09/91
Mr. Michel Hamelin	Probationary Fire Fighter (N1B)	Fire	Replacing Mr. J. Haynes - retired	\$30,680.22	30/09/91

Prepared 16/10/91

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. Steven Holmes	Probationary Fire Fighter (NIB)	Fire	Replacing Mr. V. Diferico - retired	\$30,680.22	30/09/91
Mr. John Howie	Probationary Fire Fighter (NIB)	Fire	Replacing Mr. K. Kiernan - retired	\$30,680.22	30/09/91
Mr. Ralph Kerekesch	Probationary Fire Fighter (NIB)	Fire	Replacing Mr. K. Allen - retired	\$30,680.22	30/09/91
Mr. David Kurceba	Probationary Fire Fighter (NIB)	Fire	Replacing Mr. W. Kinsella - retired	\$30,680.22	30/09/91
Mr. Joel Kyle	Probationary Fire Fighter (NIB)	Fire	Replacing Mr. G. Smith - retired	\$30,680.22	30/09/91
Mr. Paul Lazzarato	Probationary Fire Fighter (NIB)	Fire	Replacing Mr. R. Ryfe - retired	\$30,680.22	30/09/91
Ms. Debbie Manningham	Vehicle Acquisition Officer (L)	Fleet Services	Replacing Mr. A. den Otter - retired	\$41,413.84 to \$48,767.16	01/10/91

Prepared 16/10/91

F.

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 October 17

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. D. W. Vyce
Director of Property

SUBJECT: Barrier Free Access - City Hall
South Main Floor Entrance

RECOMMENDATION:

That the Director of Property be authorized to proceed with converting the south side main floor entrance doors to City Hall from a manual system to electrically operated doors and to proceed with exterior concrete and step renovations at the entrance to the west parking lot which will provide a "barrier free access" to the rear of City Hall at the lower level, at a cost not to exceed \$34,000.00 and funded from within the Current Budget of The Building Operations and Maintenance Division.


D. W. Vyce

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

See above recommendation.

BACKGROUND:

In the 1991 Building Operations and Maintenance, operating budget, line item 31102-57413 shows an unencumbered balance of \$36,033.00, approximately \$34,000.00 of which is presently available to fund the conversion of the north/west first floor entrance doors, eight (8) in number, from hydraulic to electro-mechanical operation. The eight (8) north/east side front first floor entrance doors had previously been converted through funding in the 1990 operating budget.

In view of the present Building Code requirements, and specific requests for "barrier free access" within our facilities, rather than improve the north west doors, we are recommending consideration of a south main floor conversion from manual to electrically operated doors. We are also recommending associated exterior concrete and step renovations at the entrance from the west parking lot to provide a "barrier free access" on the main floor south entrance to City Hall. While it is important that we ultimately convert the north/west front door operators, we strongly believe that in view of the present limited "barrier free access" to City Hall, consideration be given to this proposal. The alternate work can be completed within the above budgeted amount. Should this proposal be approved, we will then re-budget in 1992 for the completion of the remaining front door renovations as planned.

Continuing City Hall exterior door renovations are necessary due to the aging technology and increasing un-reliability of the existing hydraulic door operators. Repair costs for these devices are also escalating and repair parts availability are becoming a serious problem.

Therefore, the proposed changes to the rear doors is consistent with our plans to ultimately renovate the automation process of all exterior doors so equipped, at City Hall.

Failure to proceed with the alternate proposal as requested at this time will continue to increase the costs associated with present repairs and will ultimately increase the costs of such door related modifications in future. More importantly however our proposed action will both enhance building accessibility at City Hall and will in a proactive way take steps to set a pattern for renovations to other public buildings which require similar modifications to allow "barrier free" entry.

c.c. Mr. E. C. Matthews, Treasurer
Mr. R. Swan, Manager, Building Operations and Maintenance Division
Mr. R. Martiniuk, Manager, Architectural Division
Mr. J. Cerio, Manager of Administration
Mr. P. G. Baker, General Manager, Hamilton Parking Authority

(2719)

G. (i)

CITY OF HAMILTON

- INFORMATION -

DATE: 1991 October 10

REPORT TO: J. D. Thompson, Secretary
Finance and Administration Committee

FROM: P. Noé Johnson
City Solicitor

SUBJECT: Oath of Office - Citizen Appointee

RECOMMENDATION:

(a) That citizens appointed by Council to boards, commissions and committees be required to take an Oath of Appointed Office, similar to that taken by members of City Council (as attached in Appendix A);

(b) That the Special Purpose Bodies to which Council makes appointments, but which are governed by legislation other than the Municipal Act (eg. the Public Library Board) be requested to administer the same Oath of Appointed Office, (mutatis mutandi) referencing the appropriate Board or Commission in lieu of the Municipality (as attached in Appendix A);

(c) that the City Clerk include notice of the Conflict of Interest rules that will apply, in the advertisements for citizens interested in appointments by Council to Boards, Commissions and Committees; and make available copies of the Municipal Conflict of Interest rules for interested parties. Further that the City Solicitor provide a briefing of the Conflict of Interest rules and their practical application to all successful applicants prior to assuming their appointed responsibilities.


P. Noé Johnson

BACKGROUND:

The Finance and Administration Committee at its regular meeting August 22, 1991 approved recommendations requiring citizen appointees to boards and commissions to take an Oath of Appointed Office; and that the City Clerk circulate copies of the code of Conduct for Members of (Regional) Council and the Municipal Conflict of Interest rules when citizens are appointed to board and commissions so that they will be aware of and understand the legislative guidelines. It was held that these recommendations would be forwarded to Council for action after the City Solicitor reports back to the Finance and Administration Committee with recommendations for final approval and implementation of item (a) and (b) above.

The report on the proposed Oath of Appointed Office for citizen members on Boards and Committees was received September 19.

APPENDIX A

The Oath of Appointed Office, pursuant to the Municipal Act is as follows:

I,..... do solemnly promise and declare that I will truly, faithfully and impartially, to the best of my knowledge and ability, execute the office of (insert name of office, eg. Member of Council committee), to which I have been appointed in this municipality, that I have not received and will not receive any payment or reward, or promise thereof, for the exercise of any partiality or malversation or other undue execution of such office, and that I have not by myself or partner, either directly or indirectly, any interest in any contract with or on behalf of the corporation (or the specific Board) except that arising out of my office as (insert name of office).

OCT 18 1991

G. (u)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 October 18

REPORT TO: Mr. John D. Thompson, Secretary
Finance and Administration Committee

FROM: P. Noé Johnson,
City Solicitor

SUBJECT: Installation of Floodlighting at Mohawk Sports Park

RECOMMENDATION:

That the attached by-law be enacted by City Council.



P. Noé Johnson

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: N/A

BACKGROUND:

On January 29, 1991, City Council adopted Section 41 of the 1st Report of the Finance and Administration Committee recommending that the City Solicitor prepare the necessary by-law to authorize the installation of floodlighting and bleachers at Mohawk Sports Park, at an estimated cost of \$470,000.00. Approval was given by Ontario Municipal Board Order dated the 28th day of March 1991, which was received by our Department on April 26, 1991.

Due to zoning concerns regarding the installation of the bleachers, the by-law to proceed with the project has not been previously forwarded to Council.

The Public Works Department would like to proceed with the installation of the floodlighting now. If a zoning application is granted, they will proceed with the installation of the bleachers at that time. A second by-law will be forwarded to Council to allow the installation of the bleachers when the zoning application is finalized.

The Corporation of the City of Hamilton

BY-LAW NO. 91-

To Authorize:

THE INSTALLATION OF FLOODLIGHTING
AT MOHAWK SPORTS PARK

WHEREAS the Ontario Municipal Board by Order dated the 28th day of March 1991, (File No. E 910208), approved,

- (a) the installation of floodlighting and bleachers at Mohawk Sports Park at an estimated cost of \$470,000.00, and the borrowing of money by way of temporary advances not exceeding in the aggregate such estimated cost pending the sale of debentures, and
- (b) the issuance of the necessary debentures to a maximum of \$470,000.00 for a term not to exceed twenty years by The Regional Municipality of Hamilton-Wentworth chargeable to the applicant corporation;

AND WHEREAS the Council of The Corporation of the City of Hamilton wishes to pursue the installation of the floodlighting at Mohawk Sports Park independent of the installation of the bleachers;

AND WHEREAS the cost of the floodlighting will not exceed \$84,900.00;

AND WHEREAS the total cost of the floodlighting and the bleachers will not exceed \$470,000.00.

NOW THEREFORE the Council of The Corporation of the City of Hamilton enacts as follows:

1. The undertaking described as the installation of floodlighting at Mohawk Sports Park, which cost will not exceed \$84,900.00, may now be proceeded with in accordance with the Ontario Municipal Board Order dated the 28th day of March 1991.

2. The proper officials of The Corporation of the City of Hamilton are hereby authorized and directed to do all such things necessary to give effect to the said Order of the Ontario Municipal Board.

PASSED this day of A.D. 1991.

City Clerk

Mayor

17th Sept 1991
tabled.

H.

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 August 27

AUG 27 1991

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Ms. T. Agnello, Secretary
Comprehensive Audit Subcommittee

SUBJECT: Report on A Comprehensive Audit of the City of Hamilton Law
Department

RECOMMENDATION:

That the Final Report on a Comprehensive Audit of the City of Hamilton Law department, as prepared by Price Waterhouse Consultants, June 1991, be approved and forwarded to Council for approval.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

π Smith

N/A

BACKGROUND:

At the August 26, 1991 meeting of the Comprehensive Audit Subcommittee, the Law Department Audit as prepared by Price Waterhouse, attached hereto, was approved. Subsequent review and approval is now required by the Finance and Administration Committee and Council.



6.0 CONCLUSION AND RECOMMENDATIONS

The City of Hamilton's Law Department is functioning adequately, and continuing to improve its level of service to clients. The level of client satisfaction regarding the Department is the primary basis for this conclusion.

The above notwithstanding, there are some improvements which may be implemented. The following presents those recommendations, in no order of implied priority, other than to state the first issue should be addressed as soon as possible, noting that it can not be immediately resolved :

1. Clients are concerned regarding the timeliness of services rendered. It is the responsibility of each lawyer in the Department to correct this situation. The Department should take steps to improve performance in this area by:
 - communicating the level of co-operation required from the client to process a file;
 - agreeing with the client on the deadline for delivery on a particular file;
 - committing to meeting client deadlines to the extent possible;
 - allocating lawyers' time to those matters requiring immediate attention;
 - communicating unavoidable delays to clients as early as possible; and
 - identifying on-going problem situations with action being taken by management as required.



2. If lawyers believe that the level of client co-operation is sufficiently serious, a program of Law Department expectations regarding client involvement, and the level of co-operation typically needed, should be developed and communicated to clients as necessary. If this has been previously accomplished, a re-enforcement of this program should be instituted. It is the responsibility of the Law Department to communicate these co-operation needs, and obtain agreement on the workload allocation to clients on typical files.
3. Positions for secretarial staff should be re-evaluated in recognition of the increasing legal workload being assumed by non-lawyer staff. Market compensation comparisons should be completed to determine required remuneration adjustments.
4. The Law Department can immediately benefit from the introduction of legal office software applications. The Law Department should continue planning efforts regarding increased legal automation support. As the date of the corporate network installation nears, the Department's efforts should increase to prepare for business case justification, acquisition, and implementation for legal automation support.
5. Realign the Law Department from three Divisions to two Divisions in the statute related and risk management related activities previously discussed. The smaller size of the Department does not warrant three organizational entities. Communications will be improved among staff. Minor file transfer difficulties will be somewhat lessened. Professional staff will likely gain exposure to broader areas of legal practice.
6. We recommend instituting standardized document naming conventions to assist in records and file management.



7. We suggest conducting a client opinion survey, similar to that completed as part of this study, on an annual or bi-annual basis, to assist the Law Department in ensuring its current course of improvement is maintained. This will also serve to continually improve the client service focus of the Department.

Price Waterhouse

June, 1991

3.

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 October 10

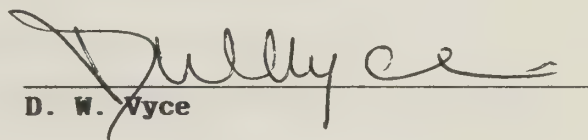
REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. D. W. Vyce
Director of Property

SUBJECT: Custom House - 51 Stuart Street
First Mortgage Default
City's \$9,500.00 Loan to Donald Warrener

RECOMMENDATION:

- a) That no action be taken to preserve the City's \$9,500.00 Third Mortgage by paying the First Mortgagee, the Royal Trust Corporation of Canada, the amount of \$615,877.58 to redeem the property from default.
- b) That upon default of the City's third mortgage, the Law Department be authorized and directed to collect the unpaid balance of the loan from Donald Warrener through the legal process.


D. W. Vyce

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

See above recommendation.

BACKGROUND:

On June 25, 1991, City Council adopted Item 11 of the 10th Report of the Planning and Development Committee approving a \$9,500.00 loan to Donald Warrener to be secured by placing a mortgage on the title of 51 Stuart Street (The Custom House).

A "Notice of Sale under Mortgage" dated September 17, 1991 was served by the Royal Trust Corporation of Canada advising that due to Mr. Warrener's default in payment under the first mortgage it is selling the property. The City, as Third Mortgagee of this property, has a right to redeem the property on or before October 24, 1991 by paying Royal Trust Corporation of Canada the principal (and interest on arrears) of approximately \$615,877.58. After that date, whoever buys from Royal Trust Corporation of Canada will take ownership of the Custom House free and clear of the City's third mortgage.

If the Custom House is sold for more than \$615,877.58, the first \$185,000.00 of the surplus is to be allocated to the Second Mortgagee, Ben Sauder. If the property were to be sold for more than \$800,877.00 (\$615,877 plus \$185,000), the excess would be applied towards the City's \$9,500.00 third mortgage.

Since it is our view that the property does not have sufficient equity or value to sell at a price which will pay the City's mortgage loan, the City will have to attempt to recover its unsecured loan from Mr. Warrenner by lawsuit in the courts.

Attach.

c.c. - Mrs. P. Noé Johnson, City Solicitor
 Attention: Mr. D. Powers
 - Mr. E. C. Matthews, Treasurer
 - Mr. L. King, Building Commissioner
 Attention: Mr. J. Robinson

(4506)

NOTICE OF SALE UNDER MORTGAGE

TO: ALL THOSE PERSONS LISTED ON SCHEDULE "A" ANNEXED HERETO
AND FORMING PART OF THIS NOTICE

TAKE NOTICE that default has been made in payment of monies due
under a certain mortgage dated the 28th day of September, 1989, and made between:

DONALD WARRENER, IN TRUST

as Mortgagor

-and-

ROYAL TRUST CORPORATION OF CANADA

as Mortgagee

upon the following property, namely: Lots 19 and 20, on the south side of Stuart Street,
in Block No. 20 of Sir Allan N. MacNab's Survey, Plan 127, City of Hamilton, in the
Regional Municipality of Hamilton-Wentworth, subject to easements in Agreements Nos.
225500C.D. and 465447C.D., as more particularly described in Schedule "B" annexed
hereto, which mortgage was registered on the 29th day of September, 1989 in the Land
Registry Office for the Registry Division of Wentworth (No. 62) as Instrument No. 10032.

AND ROYAL TRUST CORPORATION OF CANADA hereby gives you
notice that the amount now due on the mortgage for principal money, interest and
costs, respectively, is made up as follows:

For principal:	\$597,476.16
For interest:	17,451.42
For costs (such costs being on a solicitor and client basis up to and including the service of this notice only, and thereafter such further and other costs on a solicitor and client basis will be charged as may be proper):	950.00
	<hr/>
	\$615,877.58

together with interest at the rate of 11.5% per annum calculated half-yearly, not in advance on the principal and interest hereinbefore mentioned, from the 18th day of September, 1991, to the date of payment.

AND UNLESS the said sums are paid on or before the 24th day of October, 1991, Royal Trust Corporation of Canada shall sell the property covered by the said mortgage under the provisions contained in it.

THIS notice is given to you as you appear to have an interest in the mortgaged property and may be entitled to redeem the same.

DATED at Toronto this 17th day of September, 1991.

ROYAL TRUST CORPORATION OF CANADA
by its solicitors

PER: *A. A. K. Winston*

Mills & Mills
Barristers and Solicitors
145 King Street West
Suite 2500
Toronto, Ontario
M5H 3T6

Lisa S. K. Winston
(416) 863-0125

SCHEDULE "A"

1. Donald Warrener
51 Stuart Street West
Hamilton, Ontario
L8L 1B5
2. Spouse of Donald Warrener
51 Stuart Street West
Hamilton, Ontario
L8L 1B5
3. Donald Warrener
1031 King Street West
Hamilton, Ontario
L8S 1L6
4. Donald Warrener
11 Upper Paradise Road
Hamilton, Ontario
L9C 5B5
5. Donald Warrener
1109 Main Street East
Hamilton, Ontario
L8M 1N7
6. Naples Macaroni Co. Limited
884 Lakeshore Promenade
Mississauga, Ontario
L5E 3E6
7. The Ontario Heritage Foundation
c/o Michael P. Brady
Ministry of Culture and Communications, Legal Branch
77 Bloor Street West, 2nd Floor
Toronto, Ontario
M7A 2R9
8. Emperour Investments Ltd.
51 Stuart Street West
Hamilton, Ontario
L8L 1B5
9. Don Warrener's Martial Arts Academies Head Office
51 Stuart Street West
Hamilton, Ontario
L8L 1B5
10. Japanese Karate Academy Ltd.
51 Stuart Street West
Hamilton, Ontario
L8L 1B5
11. Ontario Classical Martial Arts Heritage Group
51 Stuart Street West
Hamilton, Ontario
L8L 1B5
12. 832050 Ontario Inc.
51 Stuart Street West
Hamilton, Ontario
L8L 1B5

SCHEDULE "A" CONTINUED

13. Ben Sauder, In Trust
240 Main Street East
Hamilton, Ontario
L8N 1H5
14. The Corporation of the City of Hamilton
c/o Sandra Gabruss
Office of the City Solicitor
City Hall
71 Main Street West
P.O. Box 2040
Hamilton, Ontario
L8N 3T4
15. Masters Publications
51 Stuart Street West
Hamilton, Ontario
L8L 1B5

f:\users\lisaw\wp50\royal\460338.not

Lots 19 and 20, on the south side of Stuart Street in Block No. 20 of Sir Allan MacNab's Survey, Plan 127, City of Hamilton, Regional Municipality of Hamilton-Wentworth;

MORE PARTICULARLY DESCRIBED AS FOLLOWS:

being in the City of Hamilton, in the Regional Municipality of Hamilton-Wentworth and being composed of Lots Nos. Nineteen and Twenty (19 & 20) lying on the south side of Stuart Street in Block No. 20 of Sir Allan MacNab's Survey, Plan 127, in the Block bounded by Bay, Stuart, MacNab and Murray Streets and more particularly described as follows:

COMMENCING at the north-east angle of the said Lot No. 20 which point is also in the southern limit of Stuart Street, distant one hundred and twenty feet, one and one-half inches (120' 1 1/2") measured westerly thereto from the intersection of the west limit of MacNab Street with the said southern limit of Stuart Street according to the said Survey;

THENCE westerly along the said southern limit of Stuart Street, one hundred and twenty feet, one and one-half inches (120' 1 1/2") to the northwestern angle of the said Lot No. 19;

THENCE southerly along the westerly limit of said Lot No. 19, one hundred and forty-five feet, two and one-half inches (145' 2 1/2") to the southwest angle of the said Lot No. 19;

THENCE easterly along the southwestern limit of the said Lots Nos. 19 and 20, one hundred and twenty feet, one and one-half inches (120' 1 1/2") to the southeast angle of the said Lot No. 20;

THENCE northerly along the eastern limit of said Lot No. 20, one hundred and forty-five feet, two and one-half inches (145' 2 1/2") to the place of beginning.

PREVIOUSLY DESCRIBED IN INSTRUMENT No. 133856 C.D.

4.

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 October 18

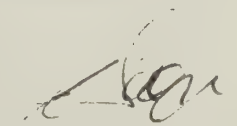
REPORT TO: Mr. J. Thompson
Secretary, Finance and Administration

FROM: Mr. Lou Sage
Chief Administrative Officer

SUBJECT: Recommendations for Implementation -
Licence Division Comprehensive Audit

RECOMMENDATION:

- 1) That responsibility for Regional Trades Licensing be transferred to the Building Department effective January 1, 1992 and that the Regional Municipality of Hamilton-Wentworth be requested to approve this recommendation.
- 2) That the Regional Municipality of Hamilton-Wentworth be requested to give approval to the transfer of the Smoking Control Program from the Licence Division to the Department of Health Services effective January 1, 1992.
- 3) That the Director of Property be authorized to draw plans and estimate cost for a centralized office (administration and inspection) for the Licence Division within the City Clerk's office and which take into account the security and privacy recommendations outlined in the Audit.
- 4) That the Department of Human Resources be authorized to classify the positions affected by the Comprehensive Audit subject to the 1992 Budget considerations.
- 5) That subject to approval of the relocation of the Licence function, that the Taxi Cab Inspection Office at 195 Rebecca Street be deemed surplus to the Licence Division's requirements.
- 6) That authority to issue, transfer, renew and deny licences be transferred from the Licensing Committee to the Manager, Licence Division with an appeal mechanism to the Licensing Committee, and that the City of Hamilton apply to the Province of Ontario for an amendment to the special legislation, if necessary.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

At this time the recommendations can be implemented within the total 1992 Budget appropriations.

BACKGROUND:

On June 25, 1991, City Council, on the recommendation of the Finance and Administration Committee, adopted the final report of the Comprehensive Audit of the Licence Division of the City Clerk's Department, as submitted by Ernst & Young, Management Consultants. In addition, Council referred this report to the CAO who was directed to report back to the Finance and Administration Committee with recommendations for implementation.

The Comprehensive Audit strongly emphasized that licensing ".....has become a quick way to react to problems in the community,has resulted in an increasing number of licences, greater complexity in administration and inspection requirements, and the Licence Division operates in a continual crisis mode, unable to plan its activities".

The Management Consultants pointed out that the Division's role and resulting structure are multi-focused in an attempt to accommodate all expectations and as such they strongly recommended that the Licence Division should be recast. Additionally, they pointed out that Licensing is no longer a minor function and regionalization of various activities is a possibility.

5.

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 October 17

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. K. E. Avery
City Clerk

SUBJECT: CIVIC AWARD REGULATIONS

RECOMMENDATION:

That the current Civic Award Regulations be amended to include a provision for the awarding of a Civic Ring when a Canadian or International record has been broken at a Provincial Championship.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The cost of a Civic Ring is approximately \$230.00

BACKGROUND:

The current Civic Award Regulations stipulate that Civic Rings be presented to participants of a Canadian or International Competition, and that Civic Pins be presented to participants of a Provincial Competition. However, there is no provision made to recognize a Canadian or International record that has been broken at a Provincial competition.

6.

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 October 21

REPORT TO: Mr. John Thompson, Secretary
Finance & Administration Committee

FROM: Alderman Brian Hinkley, Chairman
Finance & Administration Committee

SUBJECT: PERSONAL/PROFESSIONAL
DEVELOPMENT SEMINAR

RECOMMENDATION:

That Members of City Council wishing to do so be authorized to attend Personal/Professional Development Seminars to be held at The Parkway Inn Convention Centre, 327 Ontario Street in St. Catharines on Monday 1991 November 18 as follows:

Seminar #1 The Secrets of Success
1:00 p.m. - 4:00 p.m.

Seminar #2 Pathways to Personal Progress
7:00 p.m. - 9:00 p.m.

Brian Hinkley
for J.T.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Seminar #1	53.50 per person
Seminar #2	53.50 per person
Both	84.53 per person

BACKGROUND: See attached brochure for program details.



BRIAN TRACY

THE MANAGEMENT/SALES AND PERSONAL DEVELOPMENT EVENT OF THE YEAR!

Monday, 18 November 1991

The Parkway Inn Convention Centre
327 Ontario Street, St. Catharines,

Seminar #1 **The Secrets of Success**
1:00 pm - 4:00 pm

Seminar #2 **Pathways to Personal Progress**
7:00 pm - 9:00 pm

• **PROGRAM DETAILS ON REVERSE**

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7. (a)
11:05
am

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 October 21

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Betty Carter, Secretary
Hamilton Status of Women Sub-Committee

SUBJECT: *OUTREACH REPORT - HIGHLIGHTS OF PUBLIC CONSULTATIONS
WITH AREA WOMEN*

RECOMMENDATION:

- (a) That the City of Hamilton support the Hamilton Status of Women Sub-Committee in conducting a safety audit in Hamilton to improve women's safety in the community, and that funding, in an amount not to exceed \$10,000., be provided to the Hamilton Status of Women Sub-Committee for this initiative in 1992.
- (b) That the City of Hamilton adopt a policy of contract compliance which ensures that companies and individuals doing business with The Corporation have employment equity plans in place which include disabled women, low-income women, Native women, immigrant and visible minority women as designated target groups, and are working to achieve employment equity goals.
- (c) That a Task Force be created comprised of the Hamilton Status of Women Sub-Committee and such other groups that Council deems appropriate, to participate in the development of this policy.
- (d) That City Council refer these matters to the Regional Municipality of Hamilton-Wentworth for their consideration.

Betty Carter

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:
\$10,000.

BACKGROUND:

After holding Community Outreach Public Forum meetings with representatives of various women's groups, the Community Outreach Sub-Committee, which is a sub-committee of the Hamilton Status of Women Sub-Committee, made the aforementioned recommendations for presentation to City Council.

The Community Outreach Sub-Committee also provided the following information to the Hamilton Status of Women Sub-Committee:

- (a) That the City of Hamilton increase support and funding of women's programs.
- (b) That the City of Hamilton hold more public consultations with the public on issues which affect the community.

The Community Outreach Sub-Committee has also made the following recommendations to the Hamilton Status of Women Sub-Committee which are currently being investigated:

- (a) That the Hamilton Status of Women Sub-Committee strengthen its liaisons with the various community organizations and with grass-roots groups.
- (b) That the Hamilton Status of Women Sub-Committee develop effective outreach strategies to increase women's participation in the activities of the sub-committee.
- (c) That the Hamilton Status of Women Sub-Committee continue holding community events such as candidates nights, seminars and workshops on women's issues.

A summary of the Outreach Report is attached.

Att.

THE HAMILTON STATUS OF WOMEN

Sub-Committee

OUTREACH REPORT

Highlights of Public Consultations

with area Women

September, 1991
Hamilton, Ontario

ACKNOWLEDGEMENTS

The HAMILTON STATUS of WOMEN Sub-Committee wishes to convey sincere thanks to all the women who participated in this project.

Your time, effort and input are greatly valued. To the organizing members of the Outreach Committee, we are indebted.

Unique in Canada, The Hamilton Status of Women Sub-Committee, founded in 1972, consists of 16 city-appointed members. The Sub-Committee endeavours to fulfil its mandate through the facilitation of workshops, conferences, consultations and other activities designed to ensure that women's issues are brought to the public agenda.

The Outreach Committee:

In its attempt to broaden the community link, particularly with women from a cross-section of the community, the Outreach Committee established the following as its objectives:

- i) To provide information to the citizens of Hamilton on decisions made by the city which may impact on the status of women in the community.
- ii) To establish close liaison and networking with organizations whose objectives are to promote the status of women in Hamilton.
- iii) To facilitate a process whereby an open dialogue is encouraged between the community and the Hamilton Status of Women Sub-Committee.

It was with the latter objective in mind, that the Outreach Committee engaged in public consultations.

FORMAT

In order to maximize participation from a cross-section of women in the community, a focus group format was utilized.

The groups included:

- Disabled Women
- Low-Income Women
- Native Women
- Immigrant and Visible Minority Women
- Open Meeting for the General Community.

All meetings were held at centrally located, accessible facilities; child-care and refreshments were provided at each session. Participants were contacted through mailings, press release and by telephone.

The Outreach Committee, in preparing this document, attempted to capture the voices of women - women who are often unheard. The comments and recommendations in this report reflect the voices of women who participated in our consultations.

It is hoped that upon reviewing this report, City Council will become more aware of the many issues faced by women in their constituencies and will develop action steps to help remove these serious barriers.

THE REPORT

This report provides a brief synopsis of many of the issues facing women in our community. It is by no means exhaustive in terms of identifying issues for all women.

HIGHLIGHTS FROM THE CONSULTATIONS:

Disabled Women

Participants in this session articulated various concerns around the availability and accessibility of services they receive in the community. The lack of attendant care for women creates a problem both personally and professionally. Disabled women require a level of care that is different from that required by disabled men. The women felt that the care for disabled women has lower status than that of disabled men.

Transportation is also a problem for the disabled. The present service provided by D.A.R.T. is limited since one does not have access to assisted transportation outside of Hamilton to enable participation at seminars, workshops and other outside functions. Scheduling often proves inflexible and children are not permitted on D.A.R.T. buses. These factors re-inforce the personal isolation and separation of families.

Disabled women who are employed are to be found in low wage jobs predominantly in sheltered workshops such as Amity or in clerical departments within the government. This under-employment is compounded by the limited number of job-training facilities available in the community.

Similar to the situations for non-disabled women, disabled women experience higher levels of unemployment than that experienced by disabled men. Participants felt that men were seen as the breadwinners.

Disabled women felt that they are even more vulnerable to violence since they are unable to defend themselves. Also, services which are designed to help victims of violence are often inaccessible to the disabled. In Hamilton both the Sexual Assault Centre and the local court houses do not have ramps and other assisted devices needed by disabled people. Disabled people are not able to participate in jury duties, as the courts are inaccessible. Shelters, too, are inaccessible to the physically, auditorially and visually impaired. The women also felt that service providers are insensitive to their special needs. Meetings or other events are often ill-equipped to address their basic needs. Lack of transportation, sign language and other assisted devices are not provided at most functions.

The disparity of services across the region should be resolved. Women noted that many programs that are available in the city are not found in many smaller areas.

Housing facilities for the disabled are inadequate. The number of subsidized housing spaces is limited.

Disabled women with children face additional problems in child rearing. The women suggested that there is a need for training in related life-skills.

Recreational activities and programs for disabled women tend to focus on arts and crafts while activities such as basketball, tennis, etc. are organized for men.

Media presentation of disabled women is lacking. Role models of disabled women are too often absent while male role-models such as Rick Hansen, Terry Fox, Steve Fonyo and the War Amps are prominently portrayed.

Low-Income Women

Women participating in this session expressed concerns for their children, lack of adequate income and the general quality of their lives.

Low income women felt they were not consulted on issues which affect their lives. They would like to be more involved in decisions around day-care provision. They recommended the need for more flexible hours of operation to accommodate those on shift work and for child-care services at places of work.

Women receiving child support payments expressed frustrations in accessing the system. It would be helpful to have experienced women provide guidance through this process. The system is complex and many women are intimidated by it.

There is a need for second stage housing for women in Hamilton. Many shelters are not able to house them for any long period of time. The family often becomes separated as older male children are not allowed in shelters. Second stage housing provides the family with some limited stability.

Lack of affordable housing is a major concern for poor women. In subsidized housing only a limited number of units are assigned to low income families. Additionally, the requirement of first and last month's rent compounds the problem of affordability.

One woman remarked that recreational fees at local community centres often prevent her childrens' participation; (another participant stated that fees may be waived upon request).

Many women pointed out that while they are willing to participate in gainful employment, they are forced to return to social assistance as their salaries do not allow for benefits and child care fees. The minimum wage is a dis-incentive to work.

The women felt that social service agencies should offer sensitivity training to their staff facilitated by a resource person who is sensitive to the needs of low-income women.

Lack of co-ordination of information and the availability of services and programs for low income families was cited as a concern. Women felt that they are not fully informed about available assistance programs.

The Ministry of Community and Social Services offers employment programs to assist non-profit organizations in hiring recipients. This arrangement is limited to one year. Women felt that employers were not aware of this program which should be better publicized to benefit both employers and potential employees.

Native Women

The constant pressure to "fit into" mainstream culture is detrimental to native culture. The women stated that non-native communities are not knowledgeable about native birthrights, treaties, land claims and culture.

Women at the workshop felt that the priorities of the government are not those of first Nation people; for example, the local government's expenditure on a bid for a hockey team, while the Mary Ellis Treatment facility was closed for lack of funds.

The streamlining of natives into vocational schools is disturbing to native women. This, coupled with the curriculum not being representative of native peoples' contributions warrants a review of the educational materials.

Discrimination in housing as well as the unavailability of affordable housing is a problem for native women.

Immigrant and Visible Minority Women

Women reported that they experience a high level of unemployment and under-employment. They are to be found in job ghettos with little or no opportunity for advancement. Participants felt that immigrant and visible minority women are not knowledgeable concerning their rights in the workplace.

Racism and stereotyping of visible minority women further compounds their entry and mobility in the workforce. Many women pointed to the fact that both the City and the Region under-employ immigrant and visible minority women and when they are hired they are to be found in clerical and entry level positions. The women felt that the City's Employment Equity policy should be enforced, using contract compliance.

Access to social and legal services is encumbered by barriers such as cultural and/or religious intolerance and insensitivity. Complications arise from language differences and/or the perception of one's ability to communicate.

Many agencies/organizations which provide services to women often fail to consider the concerns of immigrant and visible minority women.

Immigrant and visible minority women lack representation on local decision-making bodies. The women felt that more visible minority women should be recruited on boards and commissions in order to improve access. (They commend the City for the recent establishment of a Committee to look at the issue).

In securing rental accommodation, many women cited racial discrimination as a problem. Incidences of these occurrences are less likely to be blatant due to the work of the Human Rights Commission.

The women expressed serious concern about the streaming of their children into vocational schools. They also felt that the school curriculum should include information about the contribution of immigrant and visible minorities to society.

Immigrant and visible minority women felt that mainstream agencies were insensitive to their needs and should be provided with training on racism and stereotyping.

Focus Groups: Open to the General Public

Many women are intimidated by bureaucracy; there is a need to express ideas in plain language and to ensure that process does not become a road block to action.

Questions were raised about the City's position of Employment Equity, Pay Equity and workplace harassment.

Women expressed concern for their safety. Parking lots, underground parking and remote areas are improperly lit.

Sexual harassment is a major problem in the workplace. Enforceable policies must be developed to combat this phenomenon.

Child-care should be more affordable and accessible.

There is a need for a new definition of the family that more readily reflects today's reality.

Greater attention must be paid to women's health issues. The present approach to health care is based on a medical institutionalized model which is not responsible to women's reality.

There is a need to develop effective outreach strategies to provide women with information affecting the issues that concern them and to seek their input when decisions are being made.

S U M M A R Y

This report is about the issues and concerns facing women in Hamilton now and in the future. The five groups represent a diversity of women, but there is a common thread of concern throughout all groups which, in some ways, transcend obvious barriers.

Women from all of the focus groups felt the lack of sensitivity from "mainstream society" (individuals and institutions) is alienating. An insensitive approach creates barriers and inflicts pain.

There is a need to develop new and different approaches in the prevention and intervention of violence perpetrated against women. The concern for an increase in the number of fully

accessible shelters and workers conversant with the needs of diverse communities was strongly expressed. Equally important are changes within the judicial system, i.e., police actions and attitudes, legislation and enforcement, etc.

Traditionally, women are the primary caregivers and therefore assume most of the responsibility assigned to child-care. Concerns of daycare services and facilities include: the availability of daycare, accessibility of daycare, high costs of daycare, the hours of facility operations, sensitivity of staff.

A prevailing concern throughout the discussion groups was the lack of affordable housing for women and their families in Hamilton. Women face discrimination in housing from property owners and/or landlords who perceive them as a high risk category, particularly if a single parent. When affordable housing is found, in many cases it is unsafe or in a state of disrepair.

The complex, foreign jargon used in government (City Hall) is attributed as the reason for limitations in women's participation. Political decisions regarding their communities are made without careful and appropriate consideration or representation of the issues affecting the lives of women.

Women expressed a sense of powerlessness in that perceptions of the role of women in society are often stereotypical ones. Such distinctions reinforce feelings of disregard for the abilities of women.

The community at large should challenge the problems generally facing women. Such a system of support would encourage participation and enhance personal growth and development. Concurrently, barriers must be removed so that women can become full and active participants in all aspects of community life.

Status of Women Sub-Committee Members

Elizabeth Avetissian

Deborah Barfnecht

Tom Jackson, Alderman

Mary Kiss, Alderman

Elizabeth Kobayashi

Sheila Maybee

Thelma McGillivray

*Mary McKenzie

Shirley Molot

Lynda Morris

*Evelyn Myrie - Former Outreach Chairperson - Resigned in mid-year to take on position as Chair of Hamilton Status of Women Sub-Committee

Elsie Paget, Chairperson, Outreach Sub-Committee

*Agnes Samson

*Lorraine Smith

*Marlene Thomas

*Janice Tomkins

*Outreach Sub-Committee members

7. (b)
11:20
am

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 September 24

REPORT TO: Ms. Tina Agnello, Acting Secretary
Finance and Administration Committee

FROM: Betty Carter, Secretary
Advisory Committee on Equitable Representation
on Committees/Boards/Commissions

**SUBJECT: PROCESS FOR APPOINTING MEMBERS TO
COMMITTEES/BOARDS/COMMISSIONS**

RECOMMENDATION:

- (a) That a brochure be designed for circulation to members of the public interested in applying to City Committees, Local Boards and Commissions;
- (b)
 - (i) That the City Clerk's Department be directed to advertise in various media, including ethnic media, a list of which will be provided by the Advisory Committee on Equitable Representation on Committees/Boards/Commissions;
 - (ii) That all Committees/Boards/Commissions be advised of vacancies when they arise;
 - (iii) That ethno-cultural communities, organizations representing the disabled, the Native Indian Centre, women's groups, and all other organizations or individuals upon request, be notified of vacancies on Committees/Boards/Commissions;
 - (iv) That the City Clerk's Department be encouraged to participate in free media advertising available including the cable network (particularly on ethnic programs) and ethnic radio broadcasts to encourage people to apply;
- (c) That all Committees/Boards/Commissions be encouraged to hold some meetings in various facilities outside of City Hall and invite persons of those neighbourhoods to attend;

- (d) That all notices of meetings be circulated to the media and the public in advance;
- (e) That members who miss three consecutive meetings without committee approval be subject to replacement on that committee;
- (f) That membership to all Committees/Boards/Commissions be staggered on one-year, two-year, and three-year appointment, unless the term of office is established by provincial or federal legislation;
- (g) That the Tracking Form and Application Form, attached hereto as Appendix "A", be adopted for use by members of the public interested in applying to Committees/Boards/Commissions;
- (h) That the following process for applying, interviewing and selecting applicants to Committees/Boards/Commissions be adopted:
 - (i) An Application Form and Tracking Form may be obtained from the City Clerk's Department and the completed form(s) returned to the City Clerk's Department;
 - (ii) Applicants must attend a **mandatory orientation session**, the purpose of which will be to describe the work of the various Committees/Boards/Commissions. The Committees/Boards/Commissions will be required to:
 - provide written material outlining the scope of their Committee/Board/Commission, the time commitment required, and the qualifications necessary;
 - arrange for a representative of that Committee/Board/Commission to attend the orientation session to answer questions applicants may have;

Applicants will be offered a choice of at least three (3) dates for the orientation session from which they must select one;

All applicants will be required to attend unless they are applying for renewal of their present appointment. Applicants who do not attend one of the offered sessions will not be considered for appointment.

These sessions will be co-ordinated by the City Clerk's Department, the Human Resources Centre and the Selection Committee;

- (iii) A Selection Committee will be struck by City Council, the mandate of which will be to:
 - co-ordinate with assistance from the City Clerk's Department the orientation sessions;

- review applications to the Committees/Boards/Commissions;
- interview candidates;
- make recommendations for selection to the Standing Committee of City Council to which the Committee/Board/Commission will report.

The Selection Committee will consist of:

- two members of City Council
- two members of the Advisory Committee on Equitable Representation on Committees/Boards/Commissions
- one member of the Committee/Board/Commission to which the vacancy applies

Members of the Selection Committee will be rotated every six (6) months. A schedule will be established - one for Members of City Council, and one for the Advisory Committee on Equitable Representation on Committees/Boards/Commissions.

iv. The interviews:

It is mandatory that at least three of the five members of the Selection Committee be present during the interviews. Any fewer than this will result in a rescheduling of the interview(s).

The allotted time for each interview will be approximately ten minutes.

All candidates who attend the orientation session will be interviewed.

An established set of interview questions will be developed by the Selection Committee and will be asked of all candidates.

All candidates will be notified in writing once the selection has been approved by City Council.

- (i) That an equitable representation survey be conducted by the Human Resources Centre every three years and that the first survey be carried out in 1992;
- (j) That the Advisory Committee on Equitable Representation on Committees/Boards/Commissions develop a back-up/supplementary list of applicants to be utilized to fill vacancies created by resignations, until the expiration of the term of the individual(s) resigning, thus eliminating the need to invite further interviews of applicants;

- (k) That the present members of the Advisory Committee on Equitable Representation on Committees/Boards/Commissions be reappointed for a further one year term expiring December 1992;
- (l) That membership on Committees/Boards/Commissions be limited to two (2) consecutive Committee/Board/Commission terms;
- (m) That this process commence with those applicants being appointed for the term 1991-1994.

Betty Carter

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: N/A

BACKGROUND:

The Finance and Administration Committee at its meeting held 1990 March 20 approved the appointment of a Sub-Committee to receive and review the Visible Minority Survey of Boards and Commissions as prepared by the Human Resources Centre. The Sub-Committee established the Advisory Committee on Equitable Representation on Committees/Boards/Commissions whose mandate is to:

- track the flow of applications from visible minorities;
- initiate publicity on municipal government Committees/Boards/Commissions to ensure City Council's commitment to equal opportunity;
- undertake a variety of public education activities to broaden the understanding of and the function of City Committees/Boards/Commissions; and to
- establish a process for appointing members to Committees/Boards/Commissions.

The Advisory Committee has met on five occasions as well as holding a public meeting, and is recommending the procedure as outlined above.

Attach.

APPLICATION FORM
FOR APPOINTMENT TO
CITY OF HAMILTON BOARD, COMMITTEE OR COMMISSION

Please complete the Application Form and include a resume of qualifications, work experience and any additional Community involvement.

The City of Hamilton encourages all residents of the City of Hamilton to apply for membership on City Committees/Local Boards/Commissions. The Finance and Administration Committee approved the appointment of a Sub-Committee in March 1990, to receive and review the Visible Minority Survey of Boards and Commissions. As a result of this, an Advisory Committee was established. Its mandate is:

- to initiate publicity on Municipal Government, Committees/Boards/Commissions ensuring equal opportunity for all Citizens;
- to track the flow of applications; and,
- to undertake a variety of Public Education Activities to Broaden the Understanding of the Function of Committees/Boards/Commission.

Your co-operation is required in filling out the attached Tracking Form. This information is for statistical purposes only and will help the Advisory Committee determine how successful the existing outreach program is, and will assist in identifying any changes needed to promote fair appointment practices in the future.

The completion of the attached Tracking Form is voluntary and information obtained from this Form will be kept strictly confidential.

/Attached

APPLICATION FORM

1. Application for appointment to: _____
(please specify Committee/Board/Commission of interest - maximum of three)

2. Name: _____

3. Home Address: _____

4. Telephone Number (s): Home: _____
Work: _____

5. Please state why you are interested in serving on this Committee/Board/Commission and what do you feel you can contribute? Please list related experience and/or interests.

6. How did you learn about this position?
 - i. _____ Newspaper (please specify)

 - ii. _____ Community Organization
 - iii. _____ Brochure
 - iv. _____ Radio/Television (please specify
which program)
 - v. _____ Word of Mouth
 - vi. _____ Other (please specify)

7. Additional Information:

Signature

Date

APPLICANTS ARE ENCOURAGED TO SUBMIT A RESUME

Your resume should not refer to any prohibited grounds of discrimination, i.e. race, ancestry, place of origin, citizenship, creed, sex, sexual orientation, age, colour, ethnic origin, record of offences, marital status, family status or handicap.

PLEASE RETURN TO: City Clerk
Hamilton City Hall
71 Main Street West
Hamilton, Ontario
L8N 3T4

TRACKING FORM

Information requested on this form is gathered under Section 13 of the Ontario Human Rights Code.

Do you wish to complete this form?

Yes: _____ (please continue)

No: _____

PLEASE COMPLETE EACH SECTION:

1. Are you: Female _____

Male _____

2. Are you a Native person (North American Indian, Status or Non-Status, Metis, Inuit)?

Yes: _____

No: _____

3. Are you a member of a Visible Minority? (This refers to Race/Colour)

No: _____

Yes: _____ (please specify)

Black _____
(African, American
Canadian)

East Asian _____
(Korean, Japanese, Chinese)

South Asian _____
(Indian, Pakistani)

South East Asian _____
(Cambodian, Filipino, Vietnamese)

West Asian _____
(Arab, Armenian, Egyptian, etc.)

Central/South American _____

Caribbean _____
(Cuban, Jamaican, Trinidadian,
Haitian)

White _____ Other _____

4. Disability

For the purposes of employment equity, disability is defined as a long term physical, emotional/psychiatric or learning disability that may place a person at a disadvantage or that may interfere with work or personal activities.

Given this definition, do you consider yourself disabled?

No _____

Yes _____ (please specify)

Blind/visually impaired _____

Deaf/hearing impaired _____

Mobility impaired _____

Psychiatric _____

Emotional or learning disability _____

Developmentally impaired _____

Other _____

Information requested on this form is gathered under Section 13 of the Ontario Human Rights Code and has been approved by the Ontario Human Rights Commission, Sept. 1991

CITY OF HAMILTON

- INFORMATION -

7. (c)
11:40
am

DATE: 1991 October 18


REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. D.K. Beattie
Grants Co-Ordinator

SUBJECT: 1992 HAMILTON SPECTATOR INDOOR GAMES

BACKGROUND:

A delegation from the 91st Highlanders Athletic Association which organizes the Hamilton Spectator Indoor Games has requested to make a presentation to the Finance and Administration Committee. The issue concerns the City of Hamilton's commitment to the 1992 Indoor Games to be held January 10, 1992. Attached is the relevant correspondence and audited financial statements for the year ended June 30, 1991. The City of Hamilton contributed a \$50,000 grant to offset costs relating to the 1991 Indoor Games.


D.K. Beattie, Grants Co-Ordinator

Attachments



91ST



HIGHLANDERS ATHLETIC ASSOCIATION

JAMES STREET ARMOURY

Hamilton, Ontario
CANADA

Please address reply to:

October 9, 1991

52 West Crest
Ancaster, Ontario
L9G 2P1

Mr. Kevin Beattie
Treasury Dept.
City Hall
Hamilton, Ontario
L8N 3T4

Dear Kevin:

RE: 1992 GRANT APPLICATION - HAMILTON SPECTATOR INDOOR GAMES

Attached is a copy of the 1991 Financial Statement for the 91st Highlander's Athletic Association and a copy of the budget for the 1992 Indoor Games.

Each year we experience increased costs in staging this event. The fees paid to athletes continue to rise, and the cost of maintaining the track is ongoing as this track ages.

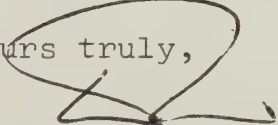
With the continued support of The City of Hamilton, we plan to move forward with these Games and enhance our position as the Premier Indoor Athletics competition in Canada. Hamilton is recognized around the world as the home of a high quality Indoor Competition and we strive to develop our program and increase this recognition.

To be able to continue, and grow, this event needs the continued support of the existing sponsors and patrons.

We ask the City of Hamilton to maintain their sponsorship commitment for the 1992 Hamilton Spectator Indoor Games.

I look forward to receiving your confirmation that our organization will be included in the October 24, 1992 Finance and Administration Committee agenda.

Yours truly,


Anthony Powell
President

Encls.
/JHB

September 25, 1991

The Hamilton Spectator Indoor Games

Budget for January 10, 1992 (Revised)(2)

Income:

Tickets (8,500 x \$9.00 per seat average)	\$76,500.
Sponsors	104,500.
Patrons	17,500.
High school and University entries	6,000.
Newspaper advertising in Spectator (see contra)	62,500.
Stationery and posters provided by Spectator (see contra)	3,000.
	<u>\$270,000.</u>

Expenses:

Air travel	\$40,000.
Ground transportation	2,320.
Per diem allowance	10,000.
Officials' travel expenses	600.
Accommodation	7,875.
Appearance fees	110,000.
Track set-up and dismantling	3,360.
Ticket fees (Copps and Bass)	4,725.
Telephone and telegraph	2,730.
Advertising, radio and T.V.	4,200.
Advertising newspapers, posters, Spectator (see contra)	65,500.
Arena rental and setup	22,000.
Hospitality and food	1,500.
	<u>274,810.</u>

General Administration:

Medical, St. Johns	\$100.	
Insurance, liability and general	3,675.	
Accounting fees	625.	
Stationery	625.	
Press conference	2,100.	
Officials' tuxedo rental (55x\$85)	4,675.	
Meet Coordinators and O.T.F.A. fees	16,000.	
Banquet and hospitality	7,720.	
Merchandise prizes	1,600.	37,120.
	<u></u>	<u>\$311,930.</u>

Loss

\$41,930.



Millard, Rouse & Rosebrugh
Chartered Accountants
P.O. Box 367, 96 Nelson Street
Brantford, Ontario N3T 5N3 (519) 759-3511

To the Directors of the
91st Highlanders Athletic Association
Hamilton, Ontario

AUDITORS' REPORT

We have audited the balance sheet of the 91st Highlanders Athletic Association as at June 30, 1991 and the statement of income, expenditure and surplus (deficit) for the year then ended. This financial statement is the responsibility of the Association's management. Our responsibility is to express an opinion on the financial statement based on our audit.

Except as explained in the following paragraph, we conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In common with many charitable organizations, the Association derives part of its income from the general public in the form of donations and fund raising functions held by the Association, the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of these revenues was limited to amounts recorded in the records of the Association and we were not able to determine whether any adjustments might be necessary to donation revenues, excess of revenue over expense, assets and surplus.

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the donations and fund raising functions referred to in the preceding paragraph, this financial statement presents fairly, in all material respects, the financial position of the Association as at June 30, 1991 and the results of its operations for the year then ended in accordance with generally accepted accounting principles.

Millard, Rouse & Rosebrugh

August 23, 1991

CHARTERED ACCOUNTANTS

91ST HIGHLANDERS ATHLETIC ASSOCIATION
Hamilton, Ontario

PAGE 2

BALANCE SHEET - As at June 30, 1991

	<u>1991</u>	<u>1990</u>
<u>ASSETS</u>		
<u>Current Assets</u>		
Bank balance	52,237	5,301
Accounts receivable	<u>22,623</u>	<u>750</u>
	74,860	6,051
<u>Capital Assets</u> - Equipment, at cost	<u>23,374</u>	<u>0</u>
	<u>98,234</u>	<u>6,051</u>
<u>LIABILITIES</u>		
<u>Current Liabilities</u>		
Accounts payable and GST payable	9,932	8,777
<u>SURPLUS (DEFICIT)</u>	<u>88,302</u>	<u>(2,726)</u>
	<u>98,234</u>	<u>6,051</u>

STATEMENT OF INCOME, EXPENDITURE AND SURPLUS (DEFICIT)

For the year ended June 30, 1991

<u>Income</u>		
Sponsors	149,069	120,377
Entries	10,105	6,431
Tickets	128,957	48,253
Programs and concessions	2,314	0
Television revenue	<u>45,246</u>	<u>0</u>
	<u>335,691</u>	<u>175,061</u>
<u>Expenditure</u>		
Athletics (travel, hotel accommodations)	158,657	123,277
Advertising and publicity	4,048	3,794
Officials	3,680	2,627
Track and coliseum charges	58,874	37,772
Catering	4,014	6,298
Track repairs	5,600	0
Office expenses	<u>9,790</u>	<u>9,189</u>
	<u>244,663</u>	<u>182,957</u>
<u>Excess of Income Over Expenditure</u>		
<u>(Expenditure over Income) for the year</u>	91,028	(7,896)
Surplus (Deficit) - beginning of year	<u>(2,726)</u>	<u>5,170</u>
<u>Surplus (Deficit) - end of year</u>	<u>88,302</u>	<u>(2,726)</u>

NOTE TO THE FINANCIAL STATEMENT - June 30, 1991

1. SIGNIFICANT ACCOUNTING POLICY

Income Recognition

The above financial statements have been prepared on the accrual basis of accounting whereby revenues are reported in the period in which they are considered to have been earned or restrictions satisfied, and expenses are reported when incurred, whether or not the transactions have been finally settled by receipt or payment.

CITY OF HAMILTON
- INFORMATION -

7. (d)
11:50
am

DATE: 1991 October 18

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. D.K. Beattie
Grants Co-Ordinator

SUBJECT: 1991 CONVENTION/RECEPTION GRANT APPEALS -
(2) - YMCA HALLOWEEN AND HAROLD WEBSTER
MEMORIAL BOXING DAY RACES

BACKGROUND:

The Convention/Reception Grant Policy authorizes the Grants Review Group to process Convention/Reception grant applications which are complete and comply with the policy. Applying the funding formula of \$4.00 per participant to a maximum of \$1,500, the Grants Review Group through the Grants Co-ordinator would advise the applicant of the recommended grant amount. Should this amount be unacceptable, the applicant can appeal this recommendation to the Finance and Administration Committee.

The YMCA of Hamilton/Burlington is sponsoring two runs. They are the Halloween Run - November 3, 1991 and the Harold Webster Memorial Boxing Day Race - December 26, 1991. The applicant is requesting a \$3,000 Convention/Reception Grant for each race. A total of \$6,000. These funds would be used to offset the unexpected Police staffing costs for each race.

Based on the application and consistent with the Convention/Reception Grant policy the Grants Review Group is prepared to recommend the maximum grant of \$1,500 for each race - a total of \$3,000.

Attached is the relevant grant application and supporting material.



D. K. Beattie, Grants Co-Ordinator

Attachments



THE YMCA OF
HAMILTON/BURLINGTON

METROPOLITAN OFFICES
79 James Street South,
Hamilton, Ontario L8P 2Z1
Tel.: (416) 529-7102
Fax: (416) 529-4485

September 30th, 1991

Mr. Kevin Beattie
Grants Co-Ordinator
Corporation of the City of Hamilton
71 Main St. West
Hamilton, Ontario
L8N 3T4

Dear Mr. Beattie:

Re: YMCA Halloween Run - Sunday, November 3rd, 1991

Each year the YMCA, through its volunteers, co-ordinates a community wide 10 km. road race and 2 km. fun run through the streets in Downtown Hamilton.

The runs incorporate celebrity teams and corporate challenges as well as the more competitive runner, many of whom are dressed in costumes.

The organizing committee has received a number of financial contributions from Rheem Canada Ltd., Sterling Print Creative Services, Delmar Construction and Chaps Restaurant. These cash contributions, along with in kind donations, give us sufficient resources to provide all that is required for the safe enjoyment of everyone.

As has been the custom in previous years, runners and their families throughout Ontario and New York State travel to Hamilton to this unique event which is run specifically to coincide with Halloween. One thousand participants along with 3 to 4 thousand family members and volunteers are expected this year. With the theme on Halloween we especially encourage the children to dress up for the occasion and enter the fun run.

In the past, the Regional Police have absorbed the cost of controlling traffic. We were informed this year however, after our budget had been set, that there would now be a \$3,000. charge for the extra Police staff who will be necessary for this service.

contd./

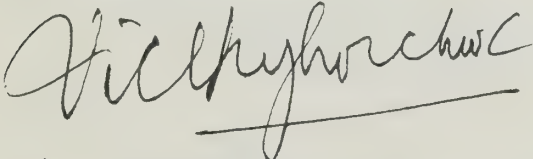


Because this charge was not anticipated, a serious shortfall will occur. The organizing committee had targeted a special YMCA program to provide support to the youth in the north end of the city, which we call "Project 5,000".

As a result, it will not be possible to support this project financially. It is for this reason that we ask your support in providing a \$3,000. one time grant for this year.

In future, we will incorporate this additional charge into our budget and would therefore not require a grant in excess of that which may be normally required.

Sincerely yours,

A handwritten signature in cursive script, reading "Vic Hryhorchuk", with a horizontal line drawn underneath it.

Vic Hryhorchuk,
Chief Executive Officer.

VH:pm

THE CORPORATION OF THE CITY OF HAMILTON

APPLICATION FOR CONVENTION OR RECEPTION GRANT

Each organization applying for a grant is required to complete this form and forward same to Mr. D. K. Beattie, Grants Co-Ordinator, Treasury Department, City Hall, 71 Main Street West, Hamilton, Ontario, L8N 3T4, (telephone 546-2739, FAX 546-4554).

1. Name, Address and Telephone Number of organization:

Y.M.C.A. (HAMILTON)
79 JAMES ST. S.
HAMILTON

Contact Person E. HICKEN Phone No. 546-2434

2. Provide a brief history of your organization (Constitution, Charter, By-laws) and indicate if it is incorporated as a non-profit or charitable organization.

THE YMCA IS A CHARITABLE & NON PROFIT ORGANIZATION
IN EXCESS OF 100 YEARS OLD

3. What are the general objects and/or functions of your organization?

PROMOTE WELLNESS, BROTHERLY LOVE
& PHYSICAL WELLBEING OF ITS MEMBERS
WITH PARTICULAR EMPHASIS ON YOUTH

4. Amount of grant request \$ 1,500.00

NOTE: YOU ARE REQUIRED TO PROVIDE A BUDGET OF YOUR EVENT ALONG WITH THIS COMPLETED APPLICATION. THE GRANT IS NORMALLY LIMITED TO A MAXIMUM OF \$4.00 PER PARTICIPANT, SUBJECT TO A TOTAL MAXIMUM OF \$1,500. THE MINIMUM GRANT REQUEST TO BE CONSIDERED IS \$100. THIS FORMULA APPLIES TO ONE OCCASSION REGARDLESS OF THE NUMBER OF EVENTS OR ACTIVITIES THAT MIGHT TAKE PLACE WITHIN THE RELATIVE TIME FRAME.

THE CORPORATION OF THE CITY OF HAMILTON

5. Explain briefly the nature of your event to be held for which you are requesting financial assistance (eg. types of programs, events, etc.).

2 km + 10 km ROAD RACE. OVER 1000 PARTICIPANTS
+ FAMILY, + SPECTATORS IN ADDITION

6. With respect to your event, answer the following:

- (a) How many people will be in attendance? IN TOTAL 5000
- (b) Of the stated number of people, how many are coming from outside of Hamilton? 2500-3000
- (c) What is the date of the event? NOV. 3, 1991
- (d) What is the location of the event? START IN FRONT OF CITY HALL
- (e) Will volunteers participate in this event? 200 VOLUNTEERS

If yes, please indicate number of volunteers and number of volunteer hours to be contributed for this event.

200 no. of volunteers 2000 no. of volunteer hours

7. For what reasons does your organization merit the use of public funds for the purpose indicated above?

THIS IS AN EVENT OF MUNICIPAL SIGNIFICANCE + DUE TO ITS HIGH PROFILE IN ONTARIO'S RUNNING COMMUNITY INDIVIDUALS FOCUS ON THIS EVENT. HAD THE FASTEST 10KM TIME IN ALL PROVINCE IN 1990

8. What other contributions are being requested or obtained to meet the cost of your event? (Government grants, donations, etc.)

NOTE: YOUR ARE ADVISED THAT CONSIDERATION WILL NOT BE GIVEN TO AN APPLICATION FOR FINANCIAL ASSISTANCE IF A SIMILAR APPLICATION HAS ALSO BEEN SUBMITTED TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH AND/OR AN ORGANIZATION THAT RECEIVES A SUBSIDIZED RENTAL RATE FOR USE OF A FACILITY OR FACILITIES UNDER THE JURISDICTION OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

RHEEM CANADA 19,000.00
DELMAR CONST. 1,000.00
STIRLING PRINT 500.00
CHAPS REST. 500.00

THE CORPORATION OF THE CITY OF HAMILTON

9. Does your organization provide a service for which a charge is made? Some examples are admission fees, membership fees, and rental charges. If answer is "Yes", give details.

\$
ENTRY FEE OF 14.00 IS FOR 1 GYM BAG PER PERSON
REFRESHMENTS + FOOD, AWARDS (CASH) + PRIZES.

NOTE: THE GRANTING OF ASSISTANCE IN ANY ONE YEAR IS NOT TO BE INTERPRETED AS A COMMITMENT TO FUTURE YEARS' FUNDING.

10. Will assistance be requested from the City of Hamilton in future years in this respect?

WILL NOT BE NECESSARY IF POLICING SERVICES ARE
DONATED

11. List the Executive Officers of your organization.

Name and Title	Address	Telephone Number	
		Business	Home
E. HICKEN, PRESIDENT	R.R.#1, LANFELD, ONT	546-2434	
G. STEPHENS VICE PRES.	102 ELMORE DR. HAM.	387-0532	

Sept. 26/91.
Date

ED HICKEN, PRES HAMILTON HARRIERS (YMCA)
Name and Title of Officer Making Application

Ed Hicken
Signature of Officer Making Application

546-2434
Telephone Number

NOTE: PAYMENT OF ANY CONVENTION/RECEPTION GRANT WILL BE MADE AT THE CONCLUSION OF YOUR EVENT AFTER THE ATTACHED REPORT (APPENDIX A - CONVENTION/RECEPTION GRANT SUMMARY REPORT OF THE EVENT) IS COMPLETED AND RETURNED TO THE GRANTS CO-ORDINATOR, (TREASURY DEPARTMENT, CITY HALL, 71 MAIN STREET WEST, HAMILTON, ONTARIO, L8N 3T4). PLEASE ALLOW AT LEAST TWO WEEKS FOR PROCESSING THE PAYMENT.



THE YMCA OF
HAMILTON/BURLINGTON

METROPOLITAN OFFICES
79 James Street South,
Hamilton, Ontario L8P 2Z1
Tel.: (416) 529-7102
Fax: (416) 529-4485

September 30th, 1991

Mr. Kevin Beattie
Grants Co-Ordinator
Corporation of the City of Hamilton
71 Main St. West
Hamilton, Ontario
L8N 3T4

Dear Mr. Beattie:

Re: Harold Webster Memorial Boxing Day Race

For more than seventy-five years, this annual race has been put on by the Hamilton Olympic Club (H.O.C.) and honours the memory of Harold Webster who was one of Hamilton's legendary long distance runners. He won the British Empire Games Marathon in 1934 and was a member of Canada's Olympic Team in the 1920's and 1930's. He held many distance records during this period of time and has helped Hamilton achieve a long and distinguished record of athletic achievements.

Last year the H. O. C. could not run this event for financial reasons and asked the YMCA to take over the event this year. One of the key factors which resulted in the cancellation of last year's event was the cost of traffic control.

With approximately 300 runners from southern Ontario and north-eastern United States, their families and friends, along with 100 volunteers, we hope to reestablish the annual 10 mile race.

The major expense will be for Police services which cannot possibly be covered by the entry fee which is used to offset all of the other expenses of a major road race.

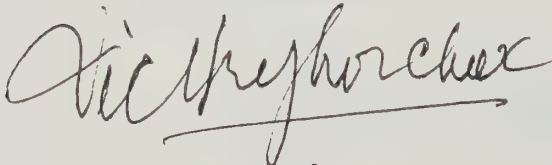
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We are therefore requesting a one-time grant of \$3,000.00 which will ensure that the event is held this year.

The YMCA will endeavour to obtain a major sponsor in subsequent years so that a grant beyond that which would normally be permitted will not be necessary.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Vic Hryhorchuk". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Vic Hryhorchuk,
Chief Executive Officer.

VH:pm

THE CORPORATION OF THE CITY OF HAMILTON

APPLICATION FOR CONVENTION OR RECEPTION GRANT

Each organization applying for a grant is required to complete this form and forward same to Mr. D. K. Beattie, Grants Co-Ordinator, Treasury Department, City Hall, 71 Main Street West, Hamilton, Ontario, L8N 3T4, (telephone 546-2739, FAX 546-4554).

1. Name, Address and Telephone Number of organization:

YMCA OF HAMILTON/BURLINGTON

Contact Person E. HICKEN Phone No. 546-2434

2. Provide a brief history of your organization (Constitution, Charter, By-laws) and indicate if it is incorporated as a non-profit or charitable organization.

THE YMCA IS BOTH CHARITABLE & NON-PROFIT.
HAS BEEN IN EXISTENCE FOR OVER 100 YEARS.

3. What are the general objects and/or functions of your organization?

THE WELLBEING OF ALL INDIVIDUALS WITH
PARTICULAR EMPHASIS ON YOUTH, THROUGH
PROGRAMMES COVERING, PHYSICAL FITNESS, DAYCARE
& CAMP (YOUTH) PROGRAMMES.

4. Amount of grant request \$ 3000.00.

NOTE: YOU ARE REQUIRED TO PROVIDE A BUDGET OF YOUR EVENT ALONG WITH THIS COMPLETED APPLICATION. THE GRANT IS NORMALLY LIMITED TO A MAXIMUM OF \$4.00 PER PARTICIPANT, SUBJECT TO A TOTAL MAXIMUM OF \$1,500. THE MINIMUM GRANT REQUEST TO BE CONSIDERED IS \$100. THIS FORMULA APPLIES TO ONE OCCASSION REGARDLESS OF THE NUMBER OF EVENTS OR ACTIVITIES THAT MIGHT TAKE PLACE WITHIN THE RELATIVE TIME FRAME.

THE CORPORATION OF THE CITY OF HAMILTON

5. Explain briefly the nature of your event to be held for which you are requesting financial assistance (eg. types of programs, events, etc.).

HAROLD WEBSTER MEMORIAL BOXING DAY ROAD RACE
IS A 10 MILE RACE

6. With respect to your event, answer the following:

- (a) How many people will be in attendance? RUNNERS VOLUNTEERS + FAMILY + SPECTATORS 600-1000
- (b) Of the stated number of people, how many are coming from outside of Hamilton? OVER 2/3
- (c) What is the date of the event? DEC. 26, 1991
- (d) What is the location of the event? YMCA, HAMILTON
- (e) Will volunteers participate in this event? YES

If yes, please indicate number of volunteers and number of volunteer hours to be contributed for this event.

100 no. of volunteers 600 no. of volunteer hours

7. For what reasons does your organization merit the use of public funds for the purpose indicated above?

IT IS A CHARITABLE ORGANIZATION & PROCEEDS ARE
COMMITTED TO ~~HAMILTON~~ WISH FOUNDATION & YOUTH SERVICES
FOR THE YMCA

8. What other contributions are being requested or obtained to meet the cost of your event? (Government grants, donations, etc.)

NOTE: YOUR ARE ADVISED THAT CONSIDERATION WILL NOT BE GIVEN TO AN APPLICATION FOR FINANCIAL ASSISTANCE IF A SIMILAR APPLICATION HAS ALSO BEEN SUBMITTED TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH AND/OR AN ORGANIZATION THAT RECEIVES A SUBSIDIZED RENTAL RATE FOR USE OF A FACILITY OR FACILITIES UNDER THE JURISDICTION OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

NONE

THE CORPORATION OF THE CITY OF HAMILTON

9. Does your organization provide a service for which a charge is made? Some examples are admission fees, membership fees, and rental charges. If answer is "Yes", give details.

THERE IS AN ~~ADMISSION~~ ENTRY FEE
TO COVER COST OF PUTTING ON RACE, 12 TROPHIES, PRIZES, REFRESH
MENTS, MAKING, ROLERS & TECHNICAL EQUIPMENT, EXCLUDING POLICE
CONTROL OF TRAFFIC

NOTE: THE GRANTING OF ASSISTANCE IN ANY ONE YEAR IS NOT TO BE INTERPRETED
AS A COMMITMENT TO FUTURE YEARS' FUNDING.

10. Will assistance be requested from the City of Hamilton in future years in this respect?

YES, ONLY TO THE EXTENT OF NORMAL GRANT LIMITS

11. List the Executive Officers of your organization.

Name and Title	Address	Telephone Number	
		Business	Home
E. HICKEN, PRES.	R.R.#1 CANFELD, ONT	546-2434	
G. STEPHENS V.P.	102 GLENCREED, HAMILTON	528-5111	3233
A. MITCHELL V.P.	4 SANDIEGO COURT, HAM.	388-7227	
M. WINWARD V.P.	117 HUGHSON ST. SOUTH	525-2341	

Oct 17/91
Date

E. HICKEN PRESIDENT
Name and Title of Officer Making Application

Ed Hicken
Signature of Officer Making Application

546-2334
Telephone Number

NOTE: PAYMENT OF ANY CONVENTION/RECEPTION GRANT WILL BE MADE AT THE CONCLUSION OF YOUR EVENT AFTER THE ATTACHED REPORT (APPENDIX A - CONVENTION/RECEPTION GRANT SUMMARY REPORT OF THE EVENT) IS COMPLETED AND RETURNED TO THE GRANTS CO-ORDINATOR, (TREASURY DEPARTMENT, CITY HALL, 71 MAIN STREET WEST, HAMILTON, ONTARIO, L8N 3T4). PLEASE ALLOW AT LEAST TWO WEEKS FOR PROCESSING THE PAYMENT.

OCT 15 1991

8.

October 10, 1991



Mayor Robert Morrow
Corporation of the City of Hamilton
71 Main St. West
Hamilton, Ontario
L8N 3T4

D. P. Carson

Dear Mr. Mayor:

As you know on 14 November, the gallery will be publicly unveiling the works of art that Mr. Irving Zucker gave us last year. Your conversations with Mr. Livingston seemed to indicate that a civic reception could be accommodated on this occasion.

I am hereby, on behalf of Mr. Jordan Livingston, President of the Art Gallery of Hamilton, formally asking that the reception to be held at the gallery that evening be a Civic Reception to honour publicly the benefactions Mr. Zucker has made to the gallery to further benefit well being in the community.

The reception would be held in the upper and lower lounges of the gallery following some brief remarks in front of the audience and a surprise video presentation for Mr. Zucker. The gallery containing the gifts would then be opened for viewing.

We anticipate a reception offering canapes and a bar with approximately 250 invitees. Naturally, all councillors would be invited. We are counting on yourself to repeat your kind words expressed here on the occasion of the media preview of 19 September. Could we ask for assistance to hold the reception of \$1,500?

Please let me know if you need more information and I will await your approval.

Yours sincerely,

Robert F. Swain

Robert F. Swain
Director

gb
cc: Dennis Carson
Jordan Livingston

9.

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 October 16

REPORT TO: John D. Thompson, Secretary
Finance and Administration Committee

FROM: Stella M. Glover, Secretary
Mayor's Race Relations Committee

SUBJECT: Mayor's Race Relations Committee Community Award
of Excellence Plaque

RECOMMENDATION:

That the Mayor's Race Relations Committee be granted permission to place a plaque on the wall outside the C.A.O.'s office at City Hall to honour the winners of the Mayor's Race Relations Committee Awards for Excellence in the field of race relations.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Stella Glover

N/A

BACKGROUND:

At the Third Annual Mayor's Race Relations Committee Banquet held 1991 October 10, awards were presented to four individuals for excellence in race relations in the fields of youth, seniors, business and labour.

The names of the four winners have been engraved on a plaque which the Mayor's Race Relations Committee would like to place on permanent display at City Hall along side the Status of Women and Arts Advisory plaques outside the C.A.O.'s office.

The plaque is of wood construction, approximately 17" x 23" and worded "Mayor's Race Relations Committee Community Award of Excellence".

cc: Mayor R.M. Morrow, Co-Chair, Mayor's Race Relations Committee
Professor H. Jain, Co-Chair, Mayor's Race Relations Committee
Marlene Osbourne, Co-Chair, Dinner Planning Sub-Committee
Ken Balasubramaniam, Dinner Planning Sub-Committee
file



CITY COUNCIL
HAMILTON, CANADA

10.
OCT 1 1991

Alderman Don Drury

71 MAIN STREET WEST L8N 3T4 • (416) 546-2730 • RES. (416) 545-7077 - WARD 3

MEMORANDUM

Date: 1991 October 1

To: Chairman and
Members of Finance and Administration

From: Alderman Don Drury

Re: Grant Request to the International Red Cross
based in Yugoslavia for Non Partisan Relief in the
Croatian/Serbian Civil War

I would suggest that an amount of \$2,000 from the City of Hamilton be given to the International Red Cross.

I believe that a representative from the Croatian and Serbian communities should be in attendance at the City Council meeting to participate in the presentation of the cheque to the Red Cross.

DD:jf

CORPORATION OF THE CITY OF HAMILTON

MEMORANDUM

TO: Chairman and Members
Finance & Administration Committee
City Clerk's Office

YOUR FILE:

FROM: Mr. John Thompson, Secretary
Finance & Administration Committee
City Clerk's Office

OUR FILE:
PHONE: 546-2747

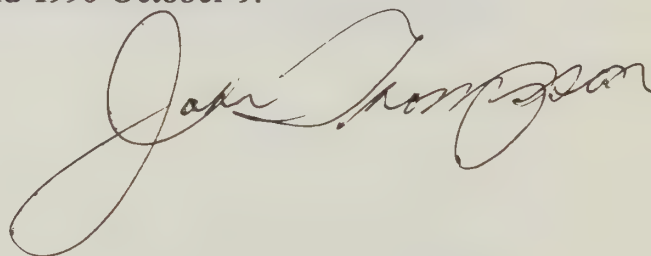
SUBJECT: COUNCIL POLICY ON
CONTRIBUTIONS/DONATIONS
TO RELIEF FUNDS

DATE: 1991 October 21

Background

At its meeting held 1985 August 27 City Council established a policy authorizing City Staff to refer requests for assistance, in kind or financially, to disaster relief funds to the Region for its consideration.

City Council re-affirmed this policy at its meeting held 1990 October 9.

A handwritten signature in dark ink, appearing to read "John Thompson", is written over the bottom right portion of the page. The signature is fluid and cursive, with the first name "John" being more prominent than the last name "Thompson".

11. (a)

CORPORATION OF THE CITY OF HAMILTON

MEMORANDUM

TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

YOUR FILE:

FROM: Mr. K. C. Christenson, Secretary
Parks and Recreation Committee

OUR FILE:
PHONE: 546-2728

SUBJECT: HAMILTON SPECIAL EVENTS CRITERIA DATE: 1991 October 10

At its meeting of 1991 October 8, City Council adopted Section 5 of the NINETEENTH Report of the Parks and Recreation Committee as follows:

- (a) That the criteria for Hamilton Special Events attached hereto as Appendix "A" be adopted, for a one year trial period, to include:
- i. An application process requiring a description, the preferred location and the funding outline of the event.
 - ii. The approval process for all operational, health and safety regulations required by the event organizer.
 - iii. The cost recovery plan for all auxiliary services provided by City, Region and other agencies.
 - iv. The liability insurance coverage to be purchased from the City's user group policy.
- (b) That a Special Events Permitting Fee be adopted according to the following schedule:

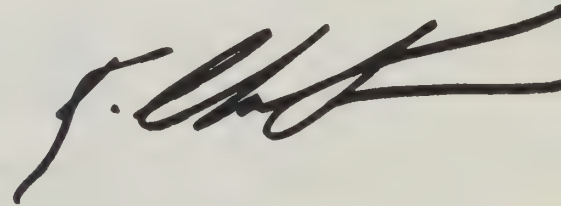
Category 1	Festivals held over two or more days
	fee: \$100.00 per day

- Category 2 Community Events of one day duration
fee: \$ 20.00 per day
- Category 3 Sports Events in both multi or single sport programs
fee: according to rental policy

- (c) That the Finance and Administration Committee be requested to transfer the base budget of the on-going/annual special events to the Events - Current Budget of Culture and Recreation, administered by the Special Events Co-ordinator.
- (d) That the Parks and Recreation Committee appoint a Special Events Task Force effective January 1 of each year to review the Hamilton Special Events criteria and fees.

Would you please ensure that the Finance and Administration Committee address Sub-section (c) of this resolution.

I have attached a copy of the Special Events Report for your information.



Attachment

c.c. Mr. E. C. Matthews
City Treasurer
Attention: Mr. K. Beattie

// (b)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 October 18

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. D.K. Beattie
Grants Co-Ordinator

SUBJECT: REFERRAL FROM PARKS AND RECREATION
COMMITTEE TO TRANSFER GRANT FUNDS
CONCERNING HAMILTON SPECIAL EVENTS

RECOMMENDATION:

At the request of the Grants Review Group

- a) that the request from the Parks and Recreation Committee, Subsection C, Section 5 of their Nineteenth Report approved by City Council October 8, 1991 requesting a transfer of base budget from the on-going annual special events within the Grants budget to the Recreation department be referred to the Grants Review Group for a report to be submitted to the next regular Finance and Administration Committee meeting November 21, 1991.



D. K. Beattie, Grants Co-Ordinator

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

None at this time.

Mr. J. Thompson, Secretary
Finance and Administration Committee
1991 October 18 - Page 2

BACKGROUND:

Subsection C of Section 5 of the Nineteenth Report of the Parks and Recreation Committee approved by City Council October 8, 1991 states the following:

"That the Finance and Administration Committee be requested to transfer the base budget of the on-going/annual special events to the Events - Current Budget of Culture and Recreation, administered by the Special Events Coordinator."

Due to the present OMB hearings, members of the Grants Review Group are unavailable to meet to discuss the above recommendation. They would like the opportunity to report on this issue and are asking that the Finance and Administration Committee refer this to them for a report at the next regular Committee meeting November 21, 1991.

12.6

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 October 17

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. John Johnston
Commissioner of Human Resources

SUBJECT: Child Care Task Force (C-050-091)

RECOMMENDATION:

- a) That the Child Care Task Force needs assessment survey report be received and a summary of results circulated to all employees.
- b) That the need for specific employee child care programs, services and policies be approved in principle.
- c) That Council direct the Child Care Task Force to prepare a plan and budget for 1992 to continue its activities and that the Child Care Task Force be directed to investigate all funding sources for new programs, services and policies.



John Johnston

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

BACKGROUND:

The Child Care Task Force reported to this committee on August 22, 1991. The needs survey is now complete. A summary of the survey results is as follows:

Approximately 1,700 surveys out of a possible 8,000 were returned. The survey results suggest that the Task Force investigate: downtown centre, emergency care, education services for quality child care, information and referral services, flex hours, job sharing, compressed work week, and part-time employment.

The full report is available in the office of the Clerk.

This needs survey indicated strong support for programs, services and policies to assist families with their child care needs. There was also concern that local taxes should not be increased to cover the cost of these programs.

The Child Care Task Force has been very active in its review of options, funding, legislation and needs. Many departments have donated staff time, supplies and resource to the activities to date. Some of the activities require funds to cover printing, mailing, travel to visit centres and resource material. A budget will assist in the activities of the Task Force without continuous requests from the participating departments. Formal requests for support from key departments such Social Services, Human Resources and Information Services will be considered.

12/b

CITY OF HAMILTON

- INFORMATION -

DATE: 1991 October 18

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. John Johnston
Commissioner of Human Resources

SUBJECT: Guideline for the Use of Non-Sexist Language
(C-053-091)



John Johnston

BACKGROUND:

Council directed at its October 8, 1991, meeting that the Guideline for the Use of Non-Sexist Language as prepared by the Hamilton Status of Women Sub-Committee be circulated to all Members of City Council and employees of the Corporation of the City of Hamilton.

The Commissioner of Human Resources has met with the Chairperson of the Status of Women Sub-Committee and reviewed the Corporation's current initiatives in employment equity with specific reference to sexual harassment and gender neutrality in all areas of communication. It was agreed that the initiatives proposed by the Status of Women Sub-Committee and passed by City Council could be best implemented by informing our employees through a supportive and continuous training environment.

The attached memorandum to be circulated to all staff outlines this process.



Human Resources Centre

October 17, 1991

ALL CITY STAFF

City Council at its meeting of October 8, 1991, passed a resolution stating:

That members of City Council and all employees of the Corporation of the City of Hamilton, in their commitment to promote equality of women, avoid the use of sexist language and sex-stereotyping in all forms of communication.

The resolution was supported by a Guideline for the Use of Non-Sexist Language prepared by the Status of Women Sub-Committee. The Corporation through the resolution of Council has re-confirmed its commitment to observing the ideals that the document brings forward.

Over the course of the next number of months you will be able to observe posters being placed throughout our work locations and will participating in training sessions centred on a video prepared by the Human Resource Centre entitled "Discrimination and Harassment in the Workplace - It's No Joke!" You will as a result of this training program have a fuller understanding of the importance of eliminating sexist language, sex-stereotyping, sex discrimination, and sexual harassment in the workplace. Copies of the Guideline developed by the Status of Women Sub-Committee will also be made available to all employees at that time.

I cannot understate the importance of all of us being sensitive to the manner in which we deal with one another and the responsibility that each of us carries to ensure we carry out those dealings in a way which does not diminish or demean the respect and dignity to which each of us is entitled.

The training program is an important component of our commitment to achieving this goal and we look forward to and encourage your active participation.

John Johnston
Commissioner of Human Resources

THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH AND THE CORPORATION OF THE CITY OF HAMILTON

25 Main Street West, 19th Floor
Hamilton, Ontario
Telephone (416) 546-4462

Mailing Address:
P.O. Box 40, Station A
Hamilton, Ontario L8N 3A2

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Urban/Municipal Librarian
Public Library
2nd Floor

K.E. AVERY
CITY CLERK

J.J. SCHATZ
DEPUTY CITY CLERK



THE CORPORATION OF THE CITY OF HAMILTON
OFFICE OF THE CITY CLERK

71 MAIN STREET WEST
HAMILTON, ONTARIO
L8N 3T4

TEL: 546-2700
FAX: 546-2095

NOTICE OF SPECIAL MEETING

FINANCE AND ADMINISTRATION COMMITTEE

Monday, 1991 December 16
9:30 o'clock a.m.
Room 233, City Hall

URBAN MUNICIPAL

DEC 10 1991

GOVERNMENT


John Thompson, Secretary
Finance and Administration Committee

AGENDA:

1. Discuss interview and selection process for the appointment of citizen members to various Committees, Boards and Commissions that fall under the jurisdiction of the Finance and Administration Committee.

(a) **Present Procedure**

Arrangements are made for each applicant to meet with the Finance and Administration Committee to discuss their application for appointment.

(b) **Possible Procedural Option For Discussion Purposes:**

Establish sub-committee of the Finance and Administration Committee to shortlist applicants, conduct interviews and recommend the nomination of candidates to the Finance and Administration Committee for approval.

2. Discuss Grants Policy and Procedures relative to hearing Grant appeals from the recommendations of the Grants Review Committee which is comprised of the Chief Administrative Officer, City Treasurer and Director of Culture and Recreation.

(a) **Present Procedure**

The Finance and Administration Committee considers the recommendations of the Grants Review Committee and finalizes any appeals prior to forwarding the recommendations to City Council.

(b) **Possible Procedural Option For Discussion Purposes:**

Establish sub-committee to consider recommendations of the Grants Review Committee and hear and finalize all appeals prior to forwarding them to the Finance and Administration Committee and City Council for approval.



THE CORPORATION OF THE CITY OF HAMILTON

City Hall, 71 Main Street West, Hamilton, Ontario L8N 3T4

URBAN/MUNICIPAL

CA4 ON HBLA05

CS1F31

NOTICE OF MEETING

FINANCE AND ADMINISTRATION COMMITTEE

Thursday, 1992 January 9

9:30 o'clock a.m.

Room 233, City Hall

URBAN MUNICIPAL

IA

DOCUMENTS


John Thompson
Secretary

A G E N D A:

1. CONSENT AGENDA
2. ENGLISH LANGUAGE SUB-COMMITTEE
Membership Composition
3. ALDERMANIC APPOINTMENTS TO SUB-COMMITTEES OF THE FINANCE AND ADMINISTRATION COMMITTEE
4. STALLHOLDERS' REPRESENTATIVES ON THE HAMILTON FARMERS' MARKET SUB-COMMITTEE
5. HAMILTON MUNDIALIZATION COMMITTEE

Guidelines for future Hamilton Twin City relationship - Draft No. 4 as revised

NOTE: All Previous drafts reviewed by the Finance and Administration Committee and subsequent referrals back are included in this item.

6. CANADIAN FOOTBALL HALL OF FAME AND MUSEUM COMMITTEE
 - (a) Lease renewal - Hamilton Municipal Employees Credit Union Limited
 - (b) Endorsement of Chief Administrative Officer's report regarding Canadian Football Hall of Fame and Museum leasing to tenants

7. CHIEF ADMINISTRATIVE OFFICER

- (a) Information Systems Committee
- (b) Canadian Football Hall of Fame and Museum - Leasing to tenants

8. DIRECTOR OF PROPERTY

- (a) Former West Avenue School
- (b) Provision for Cafeteria/Food Services at Hamilton City Hall

9. DIRECTOR OF INFORMATION SYSTEMS

Computer Security Renovations Project

10. ART GALLERY OF HAMILTON

Support of Private Member's Bill seeking exemption from payment of municipal realty taxes

11. PROVISIONAL 1992-1996 CAPITAL BUDGET SUBMISSIONS

- (a) Hamilton Fire Department
- (b) Property Department
- (c) Human Resources Centre
- (d) H.E.C.F.I.
- (e) Hamilton Public Library Board
- (f) Information Systems
- (g) H.S.P.C.A.
- (h) City Clerk's Department

12. HAMILTON SPECTATOR INDOOR GAMES

Ratification of 1992 Grant request

13. GRANTS CO-ORDINATOR

- (a) Revised Process for 1992 General Grants
- (b) 1991 Capital Grant - Hamilton Theatre Inc.

14. RESOLUTIONS

- (a) Regional Municipality of Hamilton-Wentworth - Proclaim 1992 as The Year for Canada
- (b) City of Stoney Creek - Sale and rental of adult and triple X-rated videos

11:00 a.m. 15.

DELEGATIONS

Mary Lou Dingle, Chairman, The Hydro-Electric Commission of the City of Hamilton
Re: Discussion of increase in Retail Rates in 1992

16. COMMISSIONER OF HUMAN RESOURCES

Terms of Employment - School Crossing Guards

17. IN CAMERA AGENDA

18. OTHER BUSINESS

19. ADJOURNMENT

FINANCE AND ADMINISTRATION COMMITTEE

THURSDAY, 1992 JANUARY 9

URBAN MUNICIPAL

CONSENT AGENDA

GOV. DOCUMENTS

A. ADOPTION OF THE MINUTES

- (i) Public meeting held Thursday, 1991 October 10
- (ii) Regular meeting held Thursday, 1991 October 24
- (iii) Special meeting held Monday 1991 December 16

B. CITY CLERK

- (i) Civic Awards - Hamilton-Wentworth Aquatic Club
- (ii) Civic Award - Judo Ontario
- (iii) Neighbour to Neighbour Centre - Use of City Hall Forecourt
- (iv) National Law Day - Use of Council Chamber
- (v) Hamilton Mundialization Committee - Use of Council Chamber
- (vi) Montreal Massacre Memorial Committee - Use of Forecourt
- (vii) Women's Inter-Church Council - World Day of Prayer Service
- (viii) Chanukah Celebrations - Use of Council Chambers and Balcony
- (ix) Hamilton Status of Women Sub-Committee - Use of City Hall Facilities
- (x) Hamilton Society of Architects - Use of City Hall Facilities
- (xi) Ukrainian Canadian Congress - Use of City Hall Forecourt
- (xii) City Hall Christmas Carol Program - Use of City Hall Foyer
- (xiii) Ukrainian Independence Day Celebrations - Use of Council Chambers
- (xiv) Twin Cities Ceremony - Use of Council Chambers

- (xv) United Voices for Fair Treatment in Child Care - Use of Council Chamber
- (xvi) Fly the Flag for Canada Press Conference - Use of Meeting Room
- (xvii) Presentation by Jackie Washington and Sonny Johnston - Use of Council Chambers
- (xviii) Associazione Musicale - Use of Council Chambers
- (xix) Request for Resolutions for Consideration at the Annual Federation of Canadian Municipalities Conference
- (xx) Nominees of the Hamilton Civic Hospitals Foundation for appointment to the Hamilton Civic Hospitals Board of Directors
- (xxi) Board of Education nominees for appointment to the Public Library Board

C. FARMERS' MARKET SUB-COMMITTEE .

- (i) Christmas Market Days
- (ii) 1992 Market Fees

D. TREASURER

- (i) Financing of Safety Audit of Hamilton
- (ii) Financing of City's Share of Municipal Services in "Gagliano Gardens" subdivision.
- (iii) Financing of Land Acquisition - T. B. McQueston Park
- (iv) Reimbursement of Legal Fees - Local 288
- (v) Tax Applications Processed Under Section 496(a) of the Municipal Act in Accordance with Bill 59 (Municipal Act Amendment) Chapter 31 Statutes of Ontario, 1988
- (vi) Insurance Portfolio of the City of Hamilton, Local Boards and Companies and The Hamilton Entertainment and Convention Facilities Incorporated (Information Only)

E. MANAGER OF PURCHASING

- (i) Purchase of Three (3) 20 CU.YD. Refuse Packers, Fleet Services
- (ii) Lighting Maintenance, Various Civic Buildings
- (iii) Electrical Maintenance, Various Civic Buildings
- (iv) Extension of Agreements
- (v) Supply and Install New Sprinkler System at 125 Barton Street West

F. DIRECTOR OF PROPERTY

- (i) Lease Amending Agreement with Art Gallery of Hamilton
- (ii) Lease Renewal for Various City Properties Occupied by the Region
- (iii) Sale of Property at 1100 Limeridge Road East to the Municipal Non-Profit (Hamilton) Housing Corporation
- (iv) Sale of Easement to the Regional Municipality of Hamilton-Wentworth - East Side of Upper Ottawa Street, South of Limeridge
- (v) Sale of Part of 1410 Limeridge Road East to The Regional Municipality of Hamilton-Wentworth

G. COMMISSIONER OF HUMAN RESOURCES

- (i) Restructuring - Plan Examination Division of Building Department
- (ii) Ontario Sheet Metal and Air Handling Group and Sheet Metal Workers' International Association and Ontario Sheet Metal Workers' Conference, Local 537, Hamilton
- (iii) The Ontario Industrial Roofing Contractors' Association and Ontario Sheet Metal Workers' Conference of the Sheet Metal Workers' International Association on behalf of Local 537, Hamilton, Ontario and Sheet Metal Workers' International Association
- (iv) Appointments To and Terminations From Permanent Positions with the Corporation of the City of Hamilton

H. CITY SOLICITOR

Twin Pad Arena - Ontario Municipal Board
Legal Fees and Disbursement Account - McCarthy, Tétrault

I. DIRECTOR OF INFORMATION SYSTEMS

Payment of 1992 DBS (Dunn and Bradstreet Software) Invoice

J. TAXI ADVISORY COMMITTEE

Wheelchair Accessible Integrated Taxicabs

K. BUILDING COMMISSIONER

Development Charges By-law 90-74 (Information Only)

L. H.E.C.F.I.

Vacation pay entitlement: Non-Union, Part-Time Employees (Information Only)

A.(i)

Thursday, October 10, 1991
7:30 o'clock p.m.
Council Chambers, City Hall

A Public Meeting was held regarding a Proposed By-law to regulate the sale of tobacco to minors.

There were present: Alderman Brian Hinkley, Chairperson
Alderman Geraldine Copps
Alderman Dave Wilson

Also present: Sergeant Peter Couture, Hamilton-Wentworth Regional Police
Ron Sabo, Law Department
Dean Barrow, Licencing Division, City Clerk's Department
John Thompson, Secretary, Finance and Administration
Tina Agnello, Recording Secretary

1. PREAMBLE

The Chairperson brought the meeting to order and advised that this meeting has been called by the Finance and Administration Committee. Notice of meeting was published for the Spectator and the three Brabant papers as well as being mailed to all licenced sale establishments within the City, totalling more than 1000. Copies of the draft by-law, a report from the Clerk's Department to the Finance and Administration Committee regarding cost of licences, and a report from the Hamilton-Wentworth Council on Smoking and Health were made available to all present.

2. SPEAKERS

Frank Smoley of 600 Concession Street, owner of Frank's Variety, was present to voice his objection to the fact that store owners will be expected to police who tobacco products are sold to. He also objected to a licence fee which he considers a tax. He felt that the hazards of tobacco products should be taught in schools.

Helen Downey of 34 Province Street South, a teacher at St. Jean de Brebeuf Highschool, was present. She advised that her school has been educating students on tobacco use but that the students are influenced by their peers and the media.

Vincent Cino, owner of Capri Grocery at 369 James Street North, was present. He advised that he presently requires notes from parents for the purchase of tobacco products and caps guns. He objects to paying additional taxes through the form of licence fees.

Brian Reid, President of the Hamilton-Wentworth Non-Smokers Rights Association, was present. He explained that the by-law is important because it will control the sale of tobacco to children under 19 years of age. He suggested a \$100.00 licence fee in order to recover City Hall costs. He stressed that the by-law would be better if it prohibited sale to all people under 18, under all circumstances; if the law applies to the sale of alcohol, it should also apply to the sale of tobacco. Mr. Reid objected to the sale of tobacco through vending machines since this gives an open licence to sell tobacco. He suggested that if vendors do not want to abide by the by-law, they should not sell tobacco products.

In response to a question from Alderman Copps, Mr. Smoley advised that the profit on cigarettes is from 8 to 20%.

Dr. Barbara Gowitzke, Chairperson of the Hamilton-Wentworth Council on Smoking and Health, was present. She advised that she has recently attended a conference in Ottawa dealing solely with children and tobacco. She gave a brief history of submissions to the City regarding tobacco issues and advised that a package was being made available to those present at the meeting regarding the submissions. She stressed the need for the laws to be changed in order to discourage children from purchasing tobacco products.

Andrea Morris, a student at ST. Jean de Brebeauf Highschool, was present. She felt that store owners should not be required to police matters but they should abide by the laws.

Suryakaul Chedlar of Reeluk's Variety, 315 Beach Boulevard, was present. He cited examples where adults purchase cigarettes only to pass them to children. He advised that his variety store door was broken because he has refused to sell tobacco to minors.

Kathryn Lickley, a nurse currently involved with programs on tobacco prevention, was present. She stressed the fact that although there are good educational programs in place, the proper legislation is necessary to deter the sale of tobacco products to children.

Steve Clairmont, of 14 Rowena Court, stated that the store owners should abide by the laws not to sell tobacco to children under 18.

Andrea Sabruskos, owner of the MacNab Cafe at 25 MacNab Street West, was present. He explained that the requirements of policing are too difficult. Owners are expected to verify notes and keep them for a period of two years. He did not want to be responsible for societal problems.

Anne Washington, a member of the Lung Association and Council on Smoking and Health, was present. She stressed the fact that tobacco is addictive and adults have a responsibility to protect children until they are old enough to make decisions for themselves. She asked that all parties work together to control the sale of tobacco products to union and that this be done in a co-operative and non-confrontational manner.

Ms. Hansen, a 16 year old student at St. Jean de Brebeauf Highschool, stated that as long as tobacco products are accessible to minors, they will purchase them. She said that the purpose of the law is not to cost businesses money but to protect the health of children.

Dr. Michael Goodyear was present and gave several statistics on smoking. He stated that businesses have sold tobacco without a licence for the past ten years. He said that males in Hamilton have a 50% higher rate of death by cancer than the Ontario average. Many children begin smoking by the age of 7.

He stated that licensing is important for three reasons:

- 1) It provides for enforcement to be self financing
- 2) Licence verification helps with enforcement
- 3) Enforcement will allow for regular inspections

He recommended that cigarette sale in vender machines not be permitted.

With regard to the draft by-law, Dr. Goodyear offered the following comments:

- The preamble should also refer to Section 110 of the Municipal Act and the section regarding the health, welfare and safety of citizens
- Section 1 should not allow for vending machines as exceptions
- With regard to Section 3, prescribed licence form is to be made visible to both the employee and patrons; this is not enforceable with vending machines
- Section 4 places the onus on the vendor to define that a note is bonafide
- With regard to Section 5, Dr. Goodyear suggested a licence fee of \$1,000 to \$1,200 because of the seriousness of selling a drug. He justified this by stating that inflation would increase the original \$20 fee in 1973 to \$146 in 1991 dollars and that in addition, the fee should require for the self-financing of enforcement and consider the severity. He cited that liquor licence fees are in keeping with this.

He concluded by putting forth the following recommendations:

- 1) That the City request the Regional Police to uphold the Federal Statutes
- 2) That the Licencing Division enforce By-law 79-323
- 3) That the proposals by the City Solicitor and other advocates against tobacco be instituted
- 4) That further legal advice be sought to obtain additional powers to regulate tobacco

Sara Hanson, a student at St. Jean de Brebeauf Highschool was present. She stated that store owners should not sell tobacco if it is inconvenient for them. She also asked that fines be instituted.

Karen McCormick of 297 East 32nd Street was present. She stated that she is employed by a company that owns and operates gas bars and small stores. She was not pleased with requirements for store attendants to enforce the sale of tobacco to minors. Some stores may stop selling tobacco. She asked if employees under 18 can sell tobacco products.

Alderman Copps felt that fines for breaking the by-law should be increased from the present \$200 maximum. She felt that everyone wants to do what is right but that the cost of the licence is a concern.

Alderman Hinkley concluded by advising the people present that the minutes of the meeting will be drafted as well as a report which will be forwarded to the Finance and Administration Committee for consideration. He thanked all those present for their input.

ADJOURNMENT

There being no further public submissions, the public meeting adjourned.

TAKEN AS READ AND APPROVED,

John Thompson, Secretary
Finance and Administration Committee

ALDERMAN B. HINKLEY, CHAIRPERSON

Tina Agnello, Recording Secretary

Thursday, 1991 October 24
9:30 o'clock a.m.
Room 233, City Hall

The Finance and Administration Committee met.

There were present: Alderman B. Hinkley, Chairman
Alderman V. Agro
Alderman G. Copps
Alderman D. Agostino
Alderman T. Jackson
Alderman J. Gallagher

Absent: Mayor R. M. Morrow - Regional Business
Alderman T. Cook - Regional Business
(Joined meeting at 1:30 p.m.)
Alderman D. Ross - Regional Business

Also present: Alderman D. Drury
Alderman M. Kiss
Alderman T. Murray
D. A. Carson, Executive Assistant to the Mayor
L. Sage, Chief Administrative Officer
P. Noé Johnson, City Solicitor
D. Powers, Manager, Property Law Division
D. Vyce, Director of Property
M. Watson, Manager, Real Estate Division
S. J. Dembe, Manager of Licensing
J. Johnston, Commissioner, Human Resources
D. Jones, Manager of Personnel Services
E. C. Matthews, Treasurer, Treasury Department
R. Hammel, Manager of Accounting
R. Underhill, Supervisor of Subsidies, Treasury Department
D. King, Manager of Internal Controls, Treasury Dept.
T. Bradley, Manager of Purchasing, Treasury Department
J. Thompson, Secretary

1. DELEGATIONS

**Football Hall of Fame Building
-50 Jackson Street West - Lease Renewals**

The Committee had before it a report of the Director of Property dated 1991 October 15 containing the following recommendations pertaining to the lease renewals for the Press Club and the Credit Union.

Credit Union

- (a) That the City of Hamilton renew the lease at 50 Jackson Street West with the Hamilton Municipal Employees' Credit Union Limited for a period of five (5) years commencing 1991 November 2, and terminating on 1996 November 1.
- (b) That the Mayor and City Clerk be authorized to execute a lease document satisfactory to the City Solicitor.

- (c) That the rent be established on the following basis:

Rent payment will be adjusted and commence on the second day of November 1991 at a rental of \$6,666.66 per month or \$80,000.00 per year inclusive of realty taxes which are \$19,254.00 for 1991.

In addition to rent paid by the Hamilton Municipal Employees' Credit Union Limited, they are also responsible for their share of the operating costs over the base year 1991.

All accounts payable shall be deemed to be additional rent.

Press Club

- (a) Notwithstanding, the decision of the Finance and Administration Committee to increase the Press Club rents by 5% per year on the rate of inflation, whichever is higher, this department recommends our original report.

- i) That the City of Hamilton renew the lease at 50 Jackson Street West with the Hamilton Press Club for a period of five (5) years commencing March 16, 1991 and terminating on March 15, 1996.
- ii) That the Mayor and City Clerk be authorized to execute a lease document satisfactory to the City Solicitor.
- iii) That the rent be established on the following basis:

1991

Rent payment will be adjusted and commence on the first day of April 1991 at a rental of \$849.45 per month or \$10,193.50 per year inclusive of realty taxes which are \$5,264.00 for 1991.

In addition to rent paid by the Hamilton Press Club, it is responsible for their proportionate share of the operating costs in every given year, plus 5% of all gross bar sales. For this lease renewal, we will also include the increase in realty taxes as an item that the Press Club will be required to pay.

All amounts shall be deemed to be additional rent.

- iv) That in view of the uncertainty of when this space might be required by the Hall of Fame Committee, a one (1) year cancellation clause be included in the Lease Agreement.

Notice to Vacate

- i) That Notice to Vacate by January 24, 1992 be given to the Hamilton Press Club for space occupied in the Canadian Football Hall of Fame Building in accordance with the request of the Football Hall of Fame and Museum Management Committee.

Following the recommendations of Mr. Vyce, the Committee also had before it an Information report from the Treasurer dated 1991 October 18 containing the following conclusions with respect to the lease renewals for the Press Club and the Credit Union.

- a) That the Hamilton Press Club and the Hamilton Municipal Employees' Credit Union can both afford to pay market rents; and
- b) That the Canadian Football Hall of Fame and Museum continue to receive the net rents (Press Club - Credit Union) based on an interpretation of the 1968 Agreement (City, Football Hall of Fame Committee, C.F.L.) by the Law Department of the City. Mr. Matthews also indicated in his report that while he respects the opinion of the Law Department, from a financial perspective the City continues to pay out substantial sums of money to an operation that unlike earlier times is itself in a comfortable financial position.

The Committee was also in receipt of an Information Report from the City Solicitor dated 1991 October 17 containing the following conclusions on jurisdictional issues.

1. The City who is the owner of the whole building and its land, holds and controls the property as trustee for the benefit of the Football Hall and Fame Museum and Management Committee.
2. The management committee communicates its decisions on the operation and management of the building to the City, its trustee who handles legal arrangements such as leases in the City's name as trustee for the management committee.
3. The City applies the lease revenue to cover costs incurred by the City in each lease on behalf of the management committee (except for those costs which the City has already assumed by the 1968 Agreement.
4. The City remits the net lease revenue to the management committee.

Mr. David Reid, General Manager, Hamilton Municipal Employees Credit Union Limited appeared before the Committee to discuss the Credit Union's concerns with respect to the large proposed increase in rent.

Mr. Reid explained that the Credit Union has strong ties to a great number of City employees. The Credit Union was instrumental in helping finance the construction of the Football Hall of Fame building in which one of their offices is now located. They accept in principal the City's independent appraisal of market value for the space they presently occupy and do accept the rate of \$16.00 per square foot as fairly accurate.

Their biggest concern is the proposal of a 68.4% or \$32,500.04 per annum increase being recommended. He explained that this increase seems abnormally large in any industry and is not one that most companies would budget for.

Mr. Reid proceeded to explain that the Credit Union is proposing a phasing-in plan to reach the level of \$16.00 per square foot.

Following discussion, the committee agreed to submit the following recommendation to City Council for approval on a phasing-in plan including items (a) and (b) in Mr. Vyce's report.

- (a) That the City of Hamilton renew the lease at 50 Jackson Street West with the Hamilton Municipal Employees' Credit Union Limited for a period of five (5) years commencing 1991 November 2, and terminating on 1996 November 1.

(b) That the Mayor and City Clerk be authorized to execute a lease document satisfactory to the City Solicitor.

(c) That the rent be established on the following basis:

Effective 1991 November 1 a 25.3% increase or \$12,000 per year.
Annual rent \$59,449.96.

Effective 1992 November 1 a 11.5% increase or \$6,833.33 per year.
Annual rent \$66,283.29

Effective 1993 November 1 a 10.3% increase or \$6,833.33 per year.
Annual rent \$73,116.62

Effective 1994 November 1 - 1996 November 1 a 9.4% increase or \$6,883.38 per year. Annual rent \$80,000.

The last two years of the lease will have the same rent at \$80,000. per year or \$16.00 per square foot of space occupied.

In addition to rent paid by the Hamilton Municipal Employees' Credit Union Limited, they are also responsible for their share of the operating costs over the base year 1991.

All amounts payable shall be deemed to be additional rent.

Mr. Michael Davidson, President, Hamilton Press Club was in attendance to discuss the recommendations of the Director of Property regarding the rent increase and the Notice to Vacate.

Alderman Gallagher asked Alderman Murray if the Management Committee of the Football Hall of Fame and Museum would re-consider the Notice to Vacate to the Hamilton Press Club if the Press Club agrees to pay market rent. In answer to Alderman Gallagher's question, Alderman Murray said that the Management Committee would have to make that decision.

Mr. Davidson also responded to Alderman Gallagher's question stating that the Hamilton Press Club Board would have to decide whether or not it would be willing to pay market rent if the Notice to Vacate was withdrawn.

In discussion, it was moved by Alderman Gallagher and seconded by Alderman Agostino that the City of Hamilton discontinued deducting property taxes from the rents collected on behalf of the Football Hall of Fame and Museum Management Committee and forward total rents collected to the Management Committee pursuant to the original 1968 agreement between the City, the Management Committee and the C.F.L. Motion lost on a tie vote.

YEAHS: Alderman Gallagher, Alderman Agostino, and Alderman Agro

NAYS: Alderman Hinkley, Alderman Copps, and Alderman Jackson

Consistent with established policy, the above resolution will be submitted to City Council for final disposition.

Alderman Copps submitted that the Chief Administrative Officer should act as a mediator and bring both parties together to see if there is a common or middle ground without establishing parameters for the proposed rent increase.

It was moved by Alderman Gallagher, seconded by Alderman Agostino and carried that the recommendations outlined in Mr. Vyce's report dated 1991 October 15 pertaining to the Hamilton Press Club be received for information and referred to Mr. Sage with the request that he intervene as mediator to endeavour to effect a lease arrangement satisfactory to all parties concerned and report back to the Finance and Administration Committee.

It was subsequently moved by Alderman Gallagher, seconded by Alderman Agostino and carried that the previous motion recommending that the City discontinue deducting property taxes from the rents collected which was lost on a tie vote be tabled until the mediation proceedings to be initiated by Mr. Sage are completed. In tabling this motion and for clarification purposes, Alderman Gallagher explained that this matter will be brought back to the Finance and Administration Committee as a separate issue and is not to be included as part of the mediation proceedings and discussions to be initiated by Mr. Sage.

The Committee also agreed to table the Notice to Vacate until the mediation process is completed.

2. CONSENT AGENDA

A. ADOPTION OF THE MINUTES

The minutes of the regular meeting of the Finance and Administration Committee of October 3, 1991 were adopted as circulated.

B. MANAGER OF PURCHASING

As outlined in a report of the Manager of Purchasing dated 1991 October 18, the Committee agreed to submit the following recommendation to City Council for approval:

That a purchase order be issued to Safety Supply Canada, Richmond Hill, in the amount of \$528,020.22, including all taxes, for the supply and delivery of 146 Self-Contained Breathing Apparatus (S.C.B.A.) and 400 S.C.B.A. Air Cylinders, for the Hamilton Fire Department, being the lowest, acceptable proposal received in accordance with specifications issued by the Manager of Purchasing and Vendor's proposal, and that this expenditure be financed through Breathing Apparatus Conversion Account No. CF 5200 48915004.

C. CITY CLERK

(i) CIVIC AWARDS - ONTARIO GOLF ASSOCIATION

As outlined in a report of the City Clerk dated 1991 October 4, the Committee agreed to submit the following recommendation to City Council for approval:

- (a) That a Civic Silver Pin be awarded to Mitch Mahoney for winning the 1991 Ontario Juvenile Golf Championship.
- (b) That the current Civic Award Regulations be amended to include a provision for the awarding of a Civic Ring when a Canadian or International record has been broken at a Provincial Championship.

(ii) LUNG ASSOCIATION FLAG - REQUEST TO FLY FLAG

As outlined in a report of the City Clerk dated 1991 October 1, the Committee agreed to submit the following recommendation to City Council for approval:

That approval be given to the request from the Lung Association to fly the Lung Association flag at City Hall during November and December, 1991.

(iii) HAMILTON BOARD OF EDUCATION CITY WIDE CHOIR - USE OF CITY HALL FACILITIES RE CHRISTMAS CAROLS

As outlined in a report of the City Clerk dated 1991 October 3, the Committee agreed to submit the following recommendation to City Council for approval:

That permission be granted to the Hamilton Board of Education City Wide Choir to use the second floor foyer and piano on Thursday, 1991 December 12 from 11:30 a.m. - 12:00 noon to sing Christmas Carols.

(iv) LATVIAN SOCIETY IN HAMILTON - REQUEST TO FLY FLAG

As outlined in a report of the City Clerk dated 1991 October 15, the Committee agreed to submit the following recommendation to City Council for approval:

(a) That approval be given to the request of the Latvian Society in Hamilton to fly the Latvian flag at City Hall from 1991 November 15 - November 22 in recognition of Latvia's Independence Day.

(b) That the City Clerk be granted the authority to approve of a similar use in future years, provided it does not interfere with any other activity.

(v) DICTIONARY OF HAMILTON BIOGRAPHY - USE OF COUNCIL CHAMBER

As outlined in a report of the City Clerk dated 1991 October 15, the Committee agreed to submit the following recommendation to City Council for approval:

That permission be granted to the Directors of the Dictionary of Hamilton Biography to use the Council Chamber and second floor foyer on Friday, 1991 November 15 at 8:00 p.m. for a book launching and reception.

(vi) ARTS ADVISORY SUB-COMMITTEE - 1991 PUBLIC MEETING - USE OF COUNCIL CHAMBER AND APPROVAL OF NEWSPAPER ADVERTISEMENT

As outlined in a report of the Arts Advisory Sub-Committee dated 1991 October 15, the Committee agreed to submit the following recommendation to City Council for approval:

(a) That permission be granted to the Arts Advisory Sub-Committee to use the Council Chambers on Thursday, 1991 November 21 from 7:00 o'clock p.m. to 9:00 o'clock p.m. for the purpose of holding its 1991 Annual Meeting; and,

(b) That the City Clerk be directed to place an advertisement in the local newspaper to inform the citizens of Hamilton of this Public Meeting.

(vii) YOUTH FOR CROATIA - USE OF CITY HALL FACILITIES

As outlined in a report of the City Clerk dated 1991 October 16, the Committee agreed to submit the following recommendation to City Council for approval:

That permission be granted to the Youth for Croatia to use the City Hall forecourt and related equipment for a peaceful gathering to support the struggle for democracy in Croatia on Sunday, 1991 November 03 from approximately 2:00 - 4:00 p.m.

(viii) ANNUAL CHILDREN'S CHRISTMAS PARTY - LOCAL 167 - USE OF CITY HALL FACILITIES

As outlined in a report of the City Clerk dated 1991 October 16, the Committee agreed to submit the following recommendation to City Council for approval:

(a) That permission be granted to the Canadian Union of Public Employees, Local 167, to use the lobby and foyer areas of City Hall on Sunday, 1991 December 15 from 1:00 p.m. - 4:00 p.m. for their Annual Children's Christmas Party.

(b) That the City Clerk be granted the authority to approve of a similar use in future years, provided it does not interfere with any other activity.

(ix) BIG BROTHER ASSOCIATION, SOAP BOX DERBY AND BARBECUE - USE OF CITY HALL FACILITIES

As outlined in a report of the City Clerk dated 1991 October 1, the Committee agreed to submit the following recommendation to City Council for approval:

That approval be given to the action taken by the City Clerk in authorizing Property Maintenance staff overtime associated with the Big Brother Pit Area and Barbecue in the City Hall parking lot during their Soap Box Derby on Sunday, 1991 September 29 from 9:00 a.m. - 4:00 p.m.

(x) CANADIAN HEARING SOCIETY - USE OF COUNCIL CHAMBER

As outlined in a report of the City Clerk dated 1991 October 3, the Committee agreed to submit the following recommendation to City Council for approval:

That approval be given to the action taken by the City Clerk in authorizing the Regional Advisory Committee for the Physically Disabled to use the Council Chamber on Monday, 1991 October 07 from 1:00 p.m. - 3:00 p.m. in order to allow the Canadian Hearing Society to conduct a review with regard to an FM system for people with hearing impairments.

(xi) HAMILTON STATUS OF WOMEN SUB-COMMITTEE - USE OF COUNCIL CHAMBER

As outlined in a report of the City Clerk dated 1991 October 15, the Committee agreed to submit the following recommendation to City Council for approval:

That approval be given to the action taken by the City Clerk in authorizing the Hamilton Status of Women Sub-Committee to use the Council Chamber on Friday, 1991 October 18 from 7:00 p.m. to approximately 10:00 p.m. for a public awareness seminar on breast screening.

(xii) UNITED NATIONS ASSOCIATION - USE OF COUNCIL CHAMBER

As outlined in a report of the City Clerk dated 1991 October 4, the Committee agreed to submit the following recommendation to City Council for approval:

- (a) That approval be given to the action taken by the City Clerk in authorizing the United Nations Association, Hamilton District Branch, to use the Council Chamber and second floor foyer on Thursday, 1991 October 24 from 7:30 - 9:30 p.m. for a Proclamation Ceremony and reception to celebrate United Nations Day.
- (b) That the City Clerk be granted the authority to approve of a similar use in future years, provided it does not interfere with any other activity.

D. TREASURER

(i) FINANCING THE CONSTRUCTION OF THE UNCOMPLETED PORTIONS OF FIELDWAY DRIVE, MILLWOOD PLACE, AND A PUBLIC WALKWAY, HAMILTON

As outlined in a report of the Treasurer dated 1991 September 30, the Committee agreed to submit the following recommendation to City Council for approval:

That, as referred to in Section 7 of the 14th Report of the Transport & Environment Committee, the City's Share of Services for the construction of the uncompleted portion of Fieldway Drive, Millwood Place and Public Walkway in Hamilton including engineering fees to a total amount of \$166,719. be financed from the Reserve for City's Share of Services Through Unsubdivided Lands.

(ii) FINANCING THE PROPOSED CONSTRUCTION OF AN INDEPENDENT CONCRETE SIDEWALK ON THE NORTH SIDE OF CONCESSION STREET FROM BELVIDERE AVENUE TO APPROXIMATELY 99 METRES EASTERLY

As outlined in a report of the Treasurer dated 1991 October 11, the Committee agreed to submit the following recommendation to City Council for approval:

That, as referred to in Section 6 of the 15th Report of the Transport & Environment Committee, the City Treasurer be authorized to allocate \$11,900. from 1991 Capital Levy to construct an independent concrete sidewalk on the north side of Concession Street from Belvidere Avenue to approximately 99 metres easterly under the Local Improvement Act at an estimated gross cost of \$11,900. being the City's share.

(iii) MUNICIPAL STUDENT AWARENESS PROGRAM - HIRING ONE UNIVERSITY OR COLLEGE STUDENT

As outlined in a report of the Treasurer dated 1991 October 3, the Committee agreed to submit the following recommendation to City Council for approval:

- (a) That the Treasurer be authorized to make application to hire one student under the Municipal Student Awareness Program of the Ministry of Municipal Affairs for a period of 18 weeks.
- (b) That the estimated City's share of \$2,745. be provided in Treasury Account CH 51002 25215 (Accounting - Temporary Staff) in the 1992 Estimates.

(iv) NEW TREASURY USER FEE

As outlined in a report of the Treasurer dated 1991 October 16, the Committee agreed to submit the following recommendation to City Council for approval:

- (a) That the Treasurer be authorized to implement the following user fee for services performed by the Treasury Department, effective January 1, 1992.

<u>Description</u>	<u>1991 Fee</u>	<u>1992 Fee</u>
i) Prior Year's Tax Analysis	-	\$25.

- (b) That this fee be increased annually for the rate of inflation rounded to the next dollar, to offset the City's administrative and processing costs in handling this item.

(v) TAX APPLICATIONS PROCESSED UNDER SECTION 496(a) OF THE MUNICIPAL ACT

As outlined in a report of the Treasurer dated 1991 September 25, the Committee agreed to submit the following recommendation to City Council for approval:

That realty and business tax applications processed under Section 496(a) of The Municipal Act in accordance with Bill 59 (Municipal Act Amendment) Chapter 31 Statutes of Ontario, 1988 in the amount of \$104,702.65 be approved and charged to CH 53307-24104 Tax Remissions.

(vi) POST AUDIT LETTER, RECOMMENDATIONS AND COMMENTS CONCERNING ACCOUNTING SYSTEMS, PROCEDURES AND CONTROLS FOR 1990

The Committee received an Information Report from Mr. E. C. Matthews dated 1991 October 11 which included the 1990 Management Letter issued by Pannell Kerr MacGillivray, Chartered Accountants on the City's operations.

E. COMMISSIONER OF HUMAN RESOURCES(i) STAFFING CLASSIFICATION - CITY CLERK'S OFFICE

As outlined in a report of the Commissioner of Human Resources dated 1991 October 18, the Committee agreed to submit the following recommendation to City Council for approval:

That the salary classification for the following non-union position in the City Clerk's Office be approved in accordance with the recommendation made by City Core Group.

<u>POSITION TITLE</u>	<u>FUNCTION</u>	<u>GRADE</u>	<u>SALARY</u>
Freedom of Information Officer	To administer the Municipal Freedom of Information and Protection of Individual Privacy Act. To assist with all aspects of the Corporate Records Program.	0	\$32,382.48 - \$38,059.32

(ii) APPOINTMENTS TO AND TERMINATIONS FROM PERMANENT POSITIONS
WITHIN THE CORPORATION OF THE CITY OF HAMILTON

As outlined in a report of the Commissioner of Human Resources dated 1991 October 17, the Committee agreed to submit the following recommendation to City Council for approval:

That the listing of Appointments To and Terminations From Permanent positions with the Corporation to October 16, 1991, attached hereto as Appendix "A" be approved.

F. DIRECTOR OF PROPERTY

(i) BARRIER FREE ACCESS - CITY HALL, SOUTH MAIN FLOOR ENTRANCE

As outlined in a report of the Director of Property dated 1991 October 17, the Committee agreed to submit the following recommendation to City Council for approval:

That the Director of Property be authorized to proceed with converting the south side main floor entrance doors to City Hall from a manual system to electrically operated doors and to proceed with exterior concrete and step renovations at the entrance to the west parking lot which will provide a "barrier free access" to the rear of City Hall at the lower level, at a cost not to exceed \$34,000. and funded from within the Current Budget of The Building Operations and Maintenance Division.

G. CITY SOLICITOR

(i) OATH OF OFFICE - CITIZEN APPOINTEE

As outlined in a report of the City Solicitor dated 1991 October 10, the Committee agreed to submit the following recommendation to City Council for approval:

- (a) That citizens appointed by Council to boards, commissions and committees be required to take an Oath of Appointed Office, similar to that taken by members of City Council as attached in Appendix "B";
- (b) That the Special Purpose Bodies to which Council makes appointments, but which are governed by legislation other than the Municipal Act (eg. the Public Library Board) be requested to administer the same Oath of Appointed Office, (Mutatis mutandis) referencing the appropriate Board or Commission in lieu of the Municipality as attached in Appendix "B";
- (c) That the City Clerk include notice of the Conflict of Interest rules that will apply, in the advertisements for citizens interested in appointments by Council to Boards, Commissions and Committees; and make available copies of the Municipal Conflict of Interest rules for interested parties. Further that the City Solicitor provide a briefing of the Conflict of Interest rules and their practical application to all successful applicants prior to assuming their appointed responsibilities.

(ii) BY-LAW TO AUTHORIZE INSTALLATION OF FLOODLIGHTING AT MOHAWK
SPORTS PARK

As outlined in a report of the City Solicitor dated 1991 October 18, the Committee agreed to submit the By-law To Authorize the Installation of Floodlighting at Mohawk Sports Park to City Council for approval.

H. COMPREHENSIVE AUDIT SUB-COMMITTEE

As outlined in a report of the Comprehensive Audit Subcommittee dated 1991 August 27, the Committee agreed to submit the following recommendation to City Council for approval:

That the Final Report on a Comprehensive Audit of the City of Hamilton Law Department, as prepared by Price Waterhouse Consultants, June 1991, complete copies of which have already been distributed to all members of City Council be approved.

REGULAR AGENDA**3. DIRECTOR OF PROPERTY**

Custom House - 51 Stuart Street
First Mortgage Default
City's \$9,500.00 Loan to Donald Warrener

As outlined in a report of the Director of Property dated 1991 October 10, the Committee agreed to submit the following recommendations to City Council for approval:

- (a) That no action be taken to preserve the City's \$9,500. Third Mortgage by paying the First Mortgagee, the Royal Trust Corporation of Canada, the amount of \$615,877.58 to redeem the property at 51 Stuart Street (The Custom House) from default.
- (b) That upon default of the City's Third Mortgage, the Law Department be authorized and directed to collect the unpaid balance of the loan from Donald Warrener through the legal process.

4. CHIEF ADMINISTRATIVE OFFICER

Recommendations for Implementation - Licence Division Comprehensive Audit

At the request of Mr. Sage the Committee agreed to defer this item.

5. CITY CLERK

Amendment to Civic Award Regulations

As outlined in a report of the City Clerk dated 1991 October 17, the Committee agreed to submit the following recommendation to City Council for approval:

That the current Civic Award Regulations be amended to include a provision for the awarding of a Civic Ring when a Canadian or International record has been broken at a Provincial Championship.

Alderman Copps submitted that the Civic Award Regulations should be further amended to recognize cultural awards. The Committee agreed to consider this further amendment.

6. ALDERMAN BRIAN HINKLEY

Personal/Professional Development Seminars

As outlined in a report from Alderman Brian Hinkley, Chairman of the Finance and Administration Committee dated 1991 October 21, the Committee agreed to submit the following recommendation to City Council for approval:

That Members of City Council wishing to do so be authorized to attend Personal/Professional Development Seminars to be held at The Parkway Inn Convention Centre, 327 Ontario Street in St. Catharines on Monday 1991 November 18 as follows:

Seminar #1	The Secrets of Success
1:00 p.m. - 4:00 p.m.	

Seminar #2	Pathways to Personal Progress
7:00 p.m. - 9:00 p.m.	

7. DELEGATIONS

(i) 11:05 a.m.

Hamilton Status of Women Sub-Committee - Outreach Report - Highlights of public consultations with area women

The Committee had before it a report of the Hamilton Status of Women Sub-Committee dated 1991 October 21 containing the following recommendations.

- (a) That the City of Hamilton support the Hamilton Status of Women SubCommittee in conducting a safety audit in Hamilton to improve women's safety in the community, and that funding, in an amount not to exceed \$10,000., be provided to the Hamilton Status of Women Sub-Committee for this initiative in 1992.
- (b) That the City of Hamilton adopt a policy of contract compliance which ensures that companies and individuals doing business with The Corporation have employment equity plans in place which include disabled women, low-income women, Native women, immigrant and visible minority women as designated target groups, and are working to achieve employment equity goals.
- (c) That a Task Force be created comprised of the Hamilton Status of Women Sub-Committee and such other groups that Council deems appropriate, to participate in the development of this policy.
- (d) That City Council refer these matters to the Regional Municipality of Hamilton-Wentworth for their consideration.

Evelyn Myrie, Chair, Hamilton Status of Women Sub-Committee was in attendance to highlight and summarize pertinent facts in the report.

Following discussion, the Committee agreed to submit the following recommendations to City Council for approval:

- (a) That the City of Hamilton support the Hamilton Status of Women Sub-Committee in conducting a safety audit in Hamilton to improve womens' safety in the community.
- (b) That the Treasurer be authorized and directed to canvass the 1991 current budget estimates to endeavour to find or identify savings that have occurred or other expenditures that have been or will be reduced or deleted in order to finance the amount of \$10,000. requested by the Status of Women Sub-Committee to proceed with the safety audit in 1991.
- (c) That if this initiative cannot be financed from identifiable savings within the 1991 Budget, the Sub-Committee's request for funding in the amount of \$10,000. be referred to the 1992 budget process.

The Committee also agreed to support recommendations (b), (c) and (d) in principal and directed that these recommendations be referred back to the Hamilton Status of Women Sub-Committee for further review and refinement, and that the sub-committee report back to the Finance and Administration Committee with more specific proposals and details on how to implement the recommendations.

(ii) 11:20 a.m.

Advisory Committee on Equitable Representation on Committees/Boards/Commissions

The Committee had before it a report of the Advisory Committee on Equitable Representation on Committees, Boards and Commissions containing recommendations for the implementation of a process for appointing members to committees, boards and commissions.

Mr. Mike Weber, Sandra Wilson, members of the Advisory Committee on Equitable Representation and Jayne Munroe of the Human Resources Centre were in attendance to present the report with Alderman Agostino and Alderman Kiss, Co-Chairpersons of the Advisory Committee.

Following considerable discussion, the Committee directed that the report of the Advisory Committee be referred back for further review focusing on the following comments and concerns expressed in discussion by members of the Committee.

Alderman Agro submitted that the process being proposed by the Advisory Committee is cumbersome and burdensome, given the amount of effort, work and expense involved for so few positions. He also suggested that the report include reference to the process and policies of other cities as well as selection criteria for each position, i.e., experience.

Alderman Copps expressed concern with the recommendations on staggered terms, the proposed selection committee and the orientation process.

Alderman Jackson expressed concerns over the recommendations in (h) and (l) of the report.

(iii) **1992 Hamilton Spectator Indoor Games - Grant**

A delegation from the 91st Highlanders Athletic Association appeared before the Committee requesting the City of Hamilton to maintain their sponsorship commitment for the 1992 Hamilton Spectator Indoor Games by providing a grant in the amount of \$50,000.

Alderman Hinkley suggested that the grant request of the 91st Highlanders should be reduced this year as the audited financial statements for the year ended 1991 June 30 show a surplus of \$88,302.

Following consideration the Committee approved a grant in the amount of \$50,000 to the Hamilton Spectator Indoor Games to be used to offset expenses associated with the annual event to be held 1992 January 10. Inasmuch as an outgoing City Council cannot commit a succeeding City Council to an expenditure to take place in the new council term, the Finance and Administration Committee will strongly recommend to 1992 council that favourable consideration be given for a grant in the amount of \$50,000.

(iv) **1991 Convention/Reception Grant Appeals (2)**
YMCA Hallowe'en and Harold Webster Memorial Boxing Day Races.

The Committee had before it a report of the Grants Co-ordinator dated 1991 October 18 advising that the convention/reception grant policy authorizes the Grants Review Group to process convention/reception grant applications which are complete and comply with the policy.

Applying the funding formula of \$4.00 per participant to a maximum of \$1,500, the Grant's Review Group through the Grant's Co-ordinator advises the applicant of the recommended grant amount. Should this amount be unacceptable, the applicant can appeal the recommendation to the Finance and Administration Committee.

The YMCA of Hamilton/Burlington is sponsoring the above two runs. A delegation representing the YMCA was in attendance requesting a \$3,000 grant for each race for a total of \$6,000. Based on the application and consistent with the convention/reception grant policy, the Grant's Review Group is recommending a maximum grant of \$1,500 for each race for a total of \$3,000.

Following discussion, the Committee agreed to submit the following recommendations to City Council for approval.

That on appeal the following Convention/Reception grants be approved and financed from within the appropriate grant account CH 5A1XX 20020:

- (a) In the amount of \$2,000. to defray the costs associated with the 1991 November 3 YMCA Halloween Run.
- (b) In the amount of \$2,000. to defray the costs associated with the 1991 December 26 Harold Webster Memorial Boxing Day Race.

8. **Art Gallery of Hamilton**
Request for City to co-host a reception to honour Mr. Irving Zucker
for works of art given to the Gallery

The Committee had before it a copy of a letter from the Director of the Art Gallery of Hamilton, Mr. Robert F. Swain, dated 1991 October 10, to Mayor Robert M. Morrow, requesting the City to co-host a reception to honour Mr. Irving Zucker for the works of art he gave the Art Gallery last year.

Following consideration, the Committee agreed to submit the following recommendations to City Council for approval.

- (a) That the City of Hamilton co-host a reception with the Art Gallery of Hamilton to honour publicly the benefactions that Mr. Irving Zucker has made to the Gallery to further benefit well-being in the community.
- (b) That the City's share of the cost of this reception in the amount of \$1,500. be financed from the Special Civic Reception and Delegation Hosting account No. CH 55314 84010

9. **MAYOR'S RACE RELATIONS COMMITTEE**

Community Award of Excellence Plaque

As outlined in a report of the Mayor's Race Relations Committee dated 1991 October 16, the Committee agreed to submit the following recommendation to City Council for approval:

That the Mayor's Race Relations Committee be granted permission to place a plaque on the wall outside the C.A.O.'s office at City Hall to honour the winners of the Mayor's Race Relations Committee Awards for Excellence in the field of race relations.

10. **Grant Request of Alderman Don Drury to the International Red Cross based in Yugoslavia for Non Partisan Relief in the Croatian/Serbian Civil War**

The Committee had before it a memorandum from Alderman Don Drury dated 1991 October 1 suggesting that an amount of \$2,000 from the City of Hamilton be given to the International Red Cross for the above Relief Fund.

It was noted in a report from the Secretary of the Finance and Administration Committee that at its meeting held 1985 August 27, City Council established a policy authorizing City Staff to refer requests for assistance, in kind or financially, to disaster relief funds to the Region for consideration. This policy was reaffirmed by City Council 1990 October 9.

Following consideration, the Committee agreed to refer this grant request to the Region.

11. **Hamilton Special Events Criteria - Request to transfer base budget of the on-going annual special events.**

At the request of the Chief Administrative Officer, the request from the Parks and Recreation Committee for a transfer of base budget from the ongoing annual special events within the grants budget to the Recreation Department was deferred.

12. **COMMISSIONER OF HUMAN RESOURCES**

(i) **Child-Care Task Force - Interim Report**

As outlined in a report of the Commissioner of Human Resources dated 1991 October 17, the Committee agreed to submit the following recommendations to City Council for approval:

- (a) That the Child Care Task Force Needs Assessment Survey Report be received and a summary of results circulated to all employees.

- (b) That the need for specific employee child care programs, services and policies be approved in principle.
- (c) That Council direct the Child Care Task Force to prepare a plan and budget for 1992 to continue its activities and that the Child Care Task Force be directed to investigate all funding sources for new programs, services and policies.
- (d) That local taxes not be increased to cover the cost of these programs.

(ii) **Guidelines for the Use of Non-Sexist Language**

The Committee was in receipt of an information report from the Commissioner of Human Resources dated 1991 October 18 advising that City Council directed at its meeting held 1991 October 8 that the guideline for the use of non-sexist language as prepared by the Hamilton Status of Women Sub-Committee be circulated to all members of City Council and employees of the corporation of the City of Hamilton.

The Commissioner of Human Resources has met with the Chairperson of the Status of Women Sub-Committee and reviewed the corporation's current initiatives in employment equity with specific references to sexual harassment and gender neutrality in all areas of communication. It was agreed that the initiatives proposed by the Status of Women Sub-Committee and passed by the Council could be best implemented by informing employees through a supportive and continuous training environment.

In this regard, the Committee approved the content of a memorandum to be circulated to all staff by the Commissioner of Human Resources outlining this process.

13. **FIRE ALARM SYSTEM - CITY HALL**

Alderman Gallagher submitted that in view of the recent incident that occurred in City Hall outside the Treasury Department, a smoke detection system should be installed at City Hall so that the Fire Alarm System will be activated by smoke.

Mr. Sage reported that a program now in place to refurbish the City Hall's fire alarm system and is progressing.

14. **IN CAMERA AGENDA**

The Committee then retired to deliberate in camera and consider a private and confidential report from the City Solicitor on a Settlement of Claim and receive an update from the Commissioner of Human Resources on negotiations with the Fire Fighters Association.

Reconvening in open session, the committee agreed to submit the following recommendations of the City Solicitor as outlined in a report dated 1991 October 7 to City Council for approval:

Settlement of Claim

City of Hamilton -ats- Klanjscek

- (a) That the City of Hamilton resolve Ontario Court (General Division) Action No. 9661/90 by the payment to the Plaintiff, Irma Marie Klanjscek, of the sum of \$1,000. in full satisfaction of her claim for damages, interest and costs.
- (b) That the Plaintiff, Irma Marie Klanjscek, be required to provide the City of Hamilton with a Full and Final Release in a form satisfactory to the Law Department.

- (c) That Ontario Court (General Division) Action No. 9661/90 be dismissed without costs.

15. ADJOURNMENT

The Committee Meeting was adjourned.

RESPECTFULLY SUBMITTED,

ALDERMAN B. HINKLEY, CHAIRMAN
FINANCE AND ADMINISTRATION COMMITTEE

John Thompson, Secretary
1991 October 24

Monday, 1991 December 16
9:30 o'clock a.m.
Room 233, City Hall

The Finance and Administration Committee met.

There were present: Alderman D. Ross, Chairperson
Alderman B. Charters, Vice-Chairperson
Alderman T. Cooke
Alderman V. J. Agro
Alderman D. Drury
Alderman G. Copps
Alderman D. Agostino
Alderman T. Anderson

Also present: Alderman M. Kiss
Alderman D. Wilson
Alderman F. Eisenberger
Alderman H. Merling
L. Sage, Chief Administrative Officer
E. C. Matthews, Treasurer
J. Johnston, Commissioner of Human Resources
J. J. Schatz, Deputy City Clerk
J. Pavelka, Director of Public Works
K. Beattie, Grants Co-ordinator
J. Thompson, Secretary
C. Coutts, Legislative Assistant

Special Meeting

This was a special meeting of the Finance and Administration Committee to discuss the following matters:

- (a) Interview and selection process for the appointment of citizen members to various Committees, Boards and Commissions that fall under the jurisdiction of the Finance and Administration Committee.
- (b) Grants Policy and Procedures relative to hearing Grant Appeals from the recommendations of the Grants Review Committee which is comprised of the Chief Administrative Officer, City Treasurer and Director of Culture and Recreation.

Interview and Selection Process for Citizen Appointments to Various Committees

In giving a brief overview of current procedures with respect to citizen appointments, Alderman Ross explained that arrangements are made for each applicant to meet with the Finance and Administration Committee to discuss their application for appointment. It has been suggested that as an alternative, a sub-committee of the Finance and Administration Committee could be established to short-list the resumes, conduct interviews and recommend the nomination of candidates to the Finance and Administration Committee and City Council for approval.

Alderman Agostino commented that regardless of whatever process is put in place, the Finance and Administration Committee will be criticized for the procedure.

Alderman Agro commented that there are no terms of reference, selection criteria or guidelines in place for the citizen interview process.

Alderman Agostino suggested the implementation of introduction seminars to give interested citizen applicants an opportunity to meet with existing committee members and staff who could explain the requirements and experience required to sit on the committee, explain briefly the objectives of the committee, the time element required and how frequently meetings are held and answer any questions they may have.

Following considerable discussion, it was moved by Alderman Agostino, seconded by Mayor Morrow and carried on a recorded vote that mandatory orientation sessions be introduced and organized by the City Clerk's Department and the Human Resources Centre in conjunction with the sub-committee on Equitable Representation on Committees, Boards and Commissions.

Under this process, all applicants must attend one of two mandatory orientation sessions, the purpose of which will be to describe the work of the various Committees, Boards and Commissions. It will be necessary to provide written material outlining the scope of the various Committees, Boards and Commissions and the time commitment required. All applicants will be required to attend unless they are applying for renewal of their present appointment. Applicants who do not attend one of the offered sessions either during the day or evening will not be considered for appointment. A special sub-committee will then be struck to interview all of the applicants who attended the orientation session and recommend appointments to the Committee and Council for approval.

RECORDED VOTE:

YEAS: Mayor R. M. Morrow, Alderman T. Cooke, D. Agostino, B. Charters, D. Ross.

NAYS: Alderman V. J. Agro, D. Drury, G. Copps, T. Anderson.

Extension of Terms of Office

The Committee also agreed to recommend to City Council that the terms of office for the current citizen members of the various Committees, Boards and Commissions be further extended to 1991 March 1 in order to accommodate and conduct the mandatory orientation sessions.

Late Applications

It was moved by Alderman Copps, second by Alderman Drury and carried that late applicants will not be considered for appointment.

It was subsequently duly moved, second and carried that the Rules of Order be temporarily suspended in order to reconsider the resolution to eliminate late applications.

It was moved by Alderman Agro, seconded by Mayor Morrow and carried that all late applications be considered for appointment.

Citizen Appointments

The Committee proceeded to approve the following citizen appointments:

(a) French Sub-Committee

1. Denyse Beachemin, 87 Napier, Hamilton, L8R 1R2
2. Henriette Déry, 57 Sunvale Place, Stoney Creek, L8E 4Z6
3. Stephane Drolet, 78 Alanson Street, Hamilton, L8N 1W5
4. Anne Gravereaux, 60 Flatt Avenue, Hamilton, L8P 4N3
5. Aristide (Ted) Lafreniere, 41 Edgewood Ave., Hamilton, L8T 1J8
6. Roger Paquette, 36 Billington Court, Hamilton, L8T 4R1
7. L. L. Turenne, 68 Deschene Avenue, Hamilton, L9A 3J7

(b) Hamilton Farmers' Market Sub-Committee

1. William E. Kosar, 3800-100 Main St. E., Hamilton, L8N 3W6
2. May Toth, 9 Richmond Street, Hamilton, L8P 4J3

(c) Hess Village Pedestrian Mall Authority

1. Marion Challe, 110 George Street, Hamilton, L8P 1E2
2. Bob Daniels, 105 George Street, Hamilton, L8P 1E3
3. Michael Fortino, 112 George Street, Hamilton, L8P 1E2
4. Donna M. Loyst, 13 Hess Street South, Hamilton, L8P 3M7

(d) Keep Hamilton Clean Committee

In approving the following appointments the Committee agreed to recommend to City Council that the terms of reference of the Keep Hamilton Clean Committee be revised to include provision to have seven more citizen members as members of the sub-committee.

1. Jack R. Brown, 29 Horning Drive, Hamilton, L9C 6L2
2. Paddy Chitty, 36 Kingsway Drive, Hamilton, L8N 2H2
3. Sheila N. Church, 65 Rolston Drive, Hamilton, L9C 3X6
4. William Deeley, 322 Upper Ottawa Street, Hamilton, L8T 3S4
5. Bob Jaggard, 663 Beach Boulevard, Hamilton, L8H 6X8
6. Ronald J. Kennan, 116 Dunsmure Road, Hamilton, L8M 1S6
7. Rick G. Kozuch, P.O. Box 423, Station 'B', Hamilton, L8L 7W2
8. James Monahan, 204-1324 Monterey Avenue, Hamilton, L8K 1P4
9. Bruce Gordon Taylor, 42 Mountain Avenue, Hamilton, L8P 4G1
10. Ronald P. Volterman, 191 Paradise Rd. North, Hamilton, L8S 3T2
11. Fred Loft, 12 Macauley St. West, Hamilton, L8L 1E5

Taxi Advisory Committee

With respect to the Taxi Advisory Committee, the Committee approved that the terms of reference of the Taxi Advisory Committee be revised by the addition of one citizen to the current membership for a total of four citizen members. The Committee also approved that the three members of City Council be appointed to serve on this sub-committee shall be granted the authority to conduct the citizen interviews and forward names for appointment to the Finance and Administration Committee for final ratification.

Grant Appeals

In providing a brief overview of the present procedure for grant appeals, Alderman Ross explained that the Finance and Administration Committee considers the recommendation of the Grants Review Committee and finalizes any appeals prior to forwarding the recommendations to City Council.

Alderman Copps submitted that grants should not be allocated until such time as all requests for grants and appeals are heard and finalized.

Following considerable discussion and deliberation, the committee approved the following:

- (a) That the total 1992 appropriation for grants be established at the 1991 level, namely, \$600,000.
- (b) That the Grants Review group consider all general grant applications received by 1991 December 31 and make recommendations to the Committee of the Whole of City Council on all grant requests.
- (c) That all applicants be requested to either submit a written submission to be forwarded to the Grants Co-ordinator at least three days prior to the meeting of the Committee of the Whole or request a five minute presentation to the Committee of the Whole.
- (d) That the Committee of the Whole will meet in late January 1992 to review the recommendations of the Grant Review Group along with the grant applications, written or verbal presentations and finalize a recommended grant amount which would not be subject to appeals.
- (e) That the Grants Policy and Procedure be reviewed by the Finance and Administration Committee.

Alderman Copps was recorded as opposed to the above process for the 1992 General Grants.

The meeting then adjourned.

TAKEN AS READ AND APPROVED

**ALDERMAN D. ROSS, CHAIRPERSON
FINANCE & ADMINISTRATION COMMITTEE**

**J. Thompson
Secretary**

B.(i)

CITY OF HAMILTON
- RECOMMENDATION -

NOV 1 1991

DATE: 1991 October 31

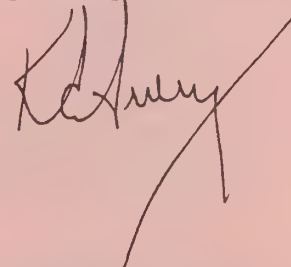
REPORT TO: J. D. Thompson, Secretary
Finance and Administration Committee

FROM: K. E. Avery
City Clerk

SUBJECT: CIVIC AWARDS -
HAMILTON-WENTWORTH AQUATIC CLUB

RECOMMENDATION:

- (a) That Civic Gold Pins be awarded to the following members of the Hamilton-Wentworth Aquatic Club for winning the Provincial Championship for Hamilton in the following categories:
- | | | |
|-----------------|---|-------------------|
| Steve Lysak | - | 200 Breast Stroke |
| Rob McLarty | - | 200 Free Relay |
| Stefan Rappazzo | - | 200 Free Relay |
| Brad Sindrey | - | 200 Medley Relay |
| Kevin Tee | - | 200 Free Relay |
- (b) That Civic Gold Rings be awarded to the above named swimmers in recognition of their setting Canadian records at a Provincial Championship.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Approximately \$1,200.00 to be financed from Account No. CH56126 84010.

BACKGROUND:

Confirmation of these championships has been received from the Hamilton-Wentworth Aquatic Club.

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 December 12

REPORT TO: J. D. Thompson, Secretary
Finance and Administration Committee

FROM: K. E. Avery
City Clerk

SUBJECT: CIVIC AWARDS - HAMILTON-WENTWORTH
AQUATIC CLUB

RECOMMENDATION:

That Civic Gold Pins be awarded to the following members of the Hamilton-Wentworth Aquatic Club for winning both the Winter (Short Course) and Summer (Long Course) Ontario Age Group Championship team titles in 1991:

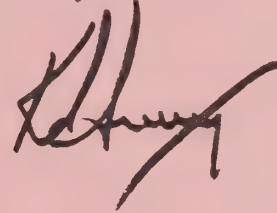
Peter Goodacre	Simon Goodacre
Cori Upson	Jason Rappazzo
Erica Morton	Lee Hart
Sarah Vargo	Chris Hill
Kimberly Kerr	Erik Wolf
Maureen McKenna	Gord Marcy
Moiria Carriere	Lisa Bourque
Chelsea Bailey	Jennifer Difilippo
Lisa Marcy	Teri Reid
Amy Lysak	Garth Sindrey
Annemarie Brown	Todd Stratten
Theresa Malar	Greg Johnstone
Heather Davidson	Julie Campbell
Matthew Tee	Laura Lancaster
Kyle Boyko	Tanya Hunks
Trevor Polstra	Amanda Rappazzo
Adrian Gheorgheos	Dayna Bent
Ken Turnbull	Keith Barrett
Steven Hewick	Brandon Robinson
Shannon Clark	Trevor Morton
Sarah Watson	Adina Danila
Amberly Bent	Christine Korneluk

Melissa Hamilton
Michelle Prosek
Debra Thatcher
David Marcy
Cory Bardossy
Jono Hill

Carla Difilippo
Cara Higson
Erin Doherty
Aaron Love
Michael Ragona

Brian Bond - Coach

Dawn Gilhooly - Coach



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Approximately \$1,400.00 to be financed from Account No. CH56126 84010.

BACKGROUND:

Confirmation of these championships has been received from the Hamilton-Wentworth Aquatic Club.

CITY OF HAMILTON
- RECOMMENDATION -

B.(ii)

DATE: 1991 December 20

REPORT TO: J. D. Thompson, Secretary
Finance and Administration Committee

FROM: K. E. Avery
City Clerk

SUBJECT: CIVIC AWARD - JUDO ONTARIO

RECOMMENDATION:

That a Civic Gold Pin be awarded to Brian Cunningham for winning the 1991 Provincial Championship in Judo.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Approximately \$25.00 to be financed from Account No. CH 56126 84010.

BACKGROUND:

Confirmation of this championship has been received from Judo Ontario.

A handwritten signature in black ink, appearing to read 'K. E. Avery', with a long, sweeping diagonal line extending downwards and to the right from the end of the signature.

B.(iii)

CITY OF HAMILTON
- RECOMMENDATION -

OCT 24 1991

DATE: 1991 October 31

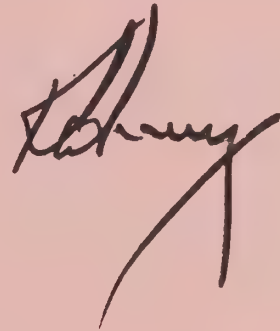
REPORT TO: Mr. John D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. Keith E. Avery
City Clerk

SUBJECT: Neighbour to Neighbour Centre
Use of City Hall Forecourt

RECOMMENDATION:

That approval be given to the action taken by the City Clerk in authorizing the Neighbour to Neighbour Centre to use the City Hall forecourt on Friday, 1991 November 01 from 11:30 a.m. - 12:00 noon for a Symbolic Protest with regard to G.S.T. and Municipal Taxes.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

cc: Mayor's Office
Rob Swan, Manager
Property Maintenance Division
Ruth Morrison
City Clerk's Office
Information Desk
File



Serving the Mountain Community

NEIGHBOUR TO NEIGHBOUR CENTRE

*28 Athens Street
Hamilton, Ontario L9C 3K9*

October 31, 1991

Mr. K. E. Avery,
City Clerk
Hamilton City Hall
Hamilton, Ontario

Dear Mr. Avery,

We are writing to ask your permission for the use of the forecourt at City Hall on Friday Nov. 1st/91 between 11:30 A.M. and 12:00 P.M.

We are inviting Mr. Geoff Scott to meet with us in a symbolic action requesting full refund of the G.S.T. We will also be mentioning the Municipal Tax of \$3,488.00 which we have to pay for 1991.

As an organization dealing with the poor in our community, we feel that this type of taxation is unfair and drains us of the resources we need to help the growing number of poor.

The only people present will be members of the Neighbour to Neighbour Board of Directors. Approximately 8 to 10 individuals.

Thank you for your support and co-operation.

Sincerely,

Mrs. Helen Geagan
Chairperson of the Board

ATTENTION: Mrs. Stella Glover

Phone (146) 574-1334

CITY OF HAMILTON
- RECOMMENDATION -

B.(iv)

DATE: 1991 October 25

REPORT TO: Mr. John D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. Keith E. Avery
City Clerk

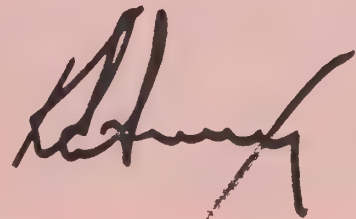
SUBJECT: Use of Council Chamber - National Law Day

RECOMMENDATION:

That permission be granted to the Law Department to use the Council Chamber on Wednesday, 1992 April 15 from 10:00 a.m. - 4:00 p.m. for a "mock" Ontario Municipal Board land rezoning appeal hearing as a special outreach/educational project on National Law Day.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

A handwritten signature in black ink, appearing to be 'K. Avery', is written over a diagonal line that extends from the signature down towards the bottom right of the page.

cc: Mayor's Office
Philip R.A. Hooker, Manager, Corporate & Litigation Services
Law Department
Rob Swan, Manager
Property Maintenance Division
Ruth Morrison
City Clerk's Office
Information Desk
File

CORPORATION OF THE CITY OF HAMILTON
MEMORANDUM

To: Mr. John D. Thompson
Secretary
Finance and Administration Committee

From: Mr. Philip R.A. Hooker
Manager
Corporate and Litigation Services
Law Department

Phone: 546-4684

Date: 1991 October 21

Re: Request to use Council Chambers
Wednesday, April 15th, 1992

National Law Day falls on Wednesday, April 15th, 1992. This is an occasion on which the legal profession across Canada, including locally makes a special outreach/educational and communication effort to the citizen-s generally, to show how some laws affect them in their daily affairs.

For that purpose, this is to request that consideration by your Committee be given to granting the request of this Department for the use of the City Council Chamber on Wednesday, April 15, 1992 from 10 a.m. to 4 p.m., so that we, in co-operation with other civic departments, may produce a "mock" Ontario Municipal Board land rezoning appeal hearing, incorporating several current legal and planning issues, possibly a question and answer session, etc., for the interest of citizens and members of Council. It is hoped that the mock hearing would be both educational and entertaining.

If the Committee requires further information, please advise. Thank you.

PRAH:kc

Philip R.A. Hooker
Philip R. A. Hooker
Manager, Corporate and
Litigation Services

B. (v)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 November 1

REPORT TO: John D. Thompson, Secretary
Finance and Administration Committee

FROM: Keith E. Avery
City Clerk

SUBJECT: Use of Council Chamber -
Hamilton Mundialization Committee

RECOMMENDATION:

- a) That approval be given to the action taken by the City Clerk in authorizing the use of the Council Chamber, City Clerk's foyer, and east and west areas of the second floor foyer and related equipment on Wednesday, 1991 November 20 from 6:00 - 10:00 p.m. by the Hamilton Mundialization Committee for their Fourth Annual World Citizenship Award Ceremony, and in providing temporary parking permits for this event.
- b) That the City Clerk be authorized to approve of a similar use in future years provided it does not interfere with any other activities.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

cc: Mayor's Office
Rob Swan, Manager, Property Maintenance Division
Betty Carter, City Clerk's Office
Ruth Morrison, City Clerk's Office
Information Desk
File

CITY OF HAMILTON
- RECOMMENDATION -

B.(vi)

DATE: NOV 19 1991
1991 November 18

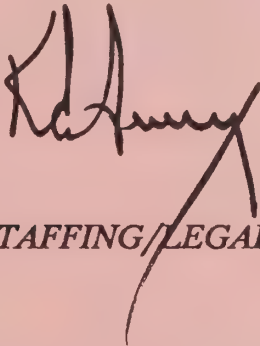
REPORT TO: John D. Thompson, Secretary
Finance and Administration Committee

FROM: Keith E. Avery
City Clerk

SUBJECT: Use of Forecourt -
Montreal Massacre Memorial Committee

RECOMMENDATION:

- (a) That approval be given to the action taken by the City Clerk in authorizing the City Hall Forecourt and Memorial Garden on Friday, 1991 December 06 from 5:00 p.m. - 6:00 p.m. for a Commemoration Event.
- (b) That the City Clerk be granted the authority to approve of a similar use in future years provided it does not interfere with any other activity.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

cc: Mayor's Office
Rob Swan, Manager, Property Maintenance Division
Ruth Morrison, City Clerk's Office
Information Desk
File

CITY OF HAMILTON
- RECOMMENDATION -

B.(vii)

DATE: 1991 November 25

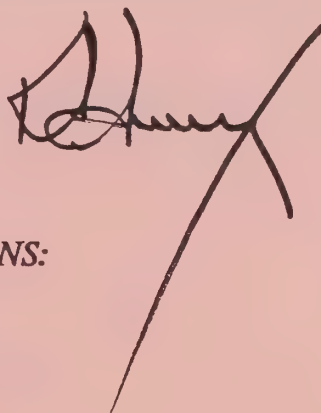
REPORT TO: John D. Thompson, Secretary
Finance and Administration Committee

FROM: Keith E. Avery
City Clerk

SUBJECT: Women's Inter-Church Council -
World Day of Prayer Service

RECOMMENDATION:

- (a) That permission be granted to the Hamilton and District Women's Inter-Church Council to use the Council Chambers and Room 219 from 7:00 p.m. - 10:00 p.m. on Friday, 1992 March 06 for the 1992 World Day of Prayer Service.
- (b) That the City Clerk be granted the authority to approve of a similar use in future years provided it does not interfere with any other activity.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

cc: Mayor's Office
Rob Swan, Manager, Property Maintenance Division
Ruth Morrison, City Clerk's Office
Information Desk
File

CITY OF HAMILTON
- RECOMMENDATION -

B.(vii)

DATE: 1991 November 25

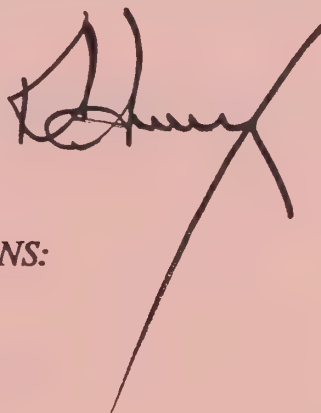
REPORT TO: John D. Thompson, Secretary
Finance and Administration Committee

FROM: Keith E. Avery
City Clerk

SUBJECT: Women's Inter-Church Council -
World Day of Prayer Service

RECOMMENDATION:

- (a) That permission be granted to the Hamilton and District Women's Inter-Church Council to use the Council Chambers and Room 219 from 7:00 p.m. - 10:00 p.m. on Friday, 1992 March 06 for the 1992 World Day of Prayer Service.
- (b) That the City Clerk be granted the authority to approve of a similar use in future years provided it does not interfere with any other activity.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

cc: Mayor's Office
Rob Swan, Manager, Property Maintenance Division
Ruth Morrison, City Clerk's Office
Information Desk
File

CITY OF HAMILTON
- RECOMMENDATION -

B.(viii)

NOV 19 1991

DATE: 1991 November 18

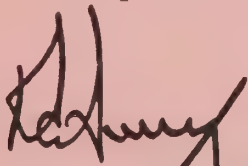
REPORT TO: John D. Thompson, Secretary
Finance and Administration Committee

FROM: Keith E. Avery
City Clerk

SUBJECT: Use of Council Chambers and Balcony for
Chanukah Celebrations

RECOMMENDATION:

- a) That approval be given to the action taken by the City Clerk in authorizing the use of City facilities to the Jewish Community Centre, Hamilton-Wentworth and Area as follows:
- i) To place their Chanukah Menorah on the balcony outside the Council Chambers from Friday, November 29 - Monday, December 9, 1991
 - ii) That a representative of the Jewish Community Centre be granted access to the balcony at approximately 7:00 p.m. each evening during this period to light the Menorah.
 - iii) To use the City Hall Council Chambers on Thursday, 1991 December 05 from 3:45 p.m. - 5:00 p.m. for their Chanukah celebrations.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

cc: Mayor's Office
Rob Swan, Manager, Property Maintenance Division
Ruth Morrison, City Clerk's Office
Information Desk

B. (ix)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: NOV 19 1991
1991 November 18

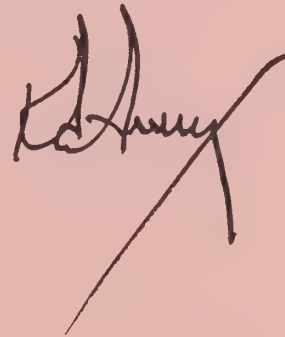
REPORT TO: John D. Thompson, Secretary
Finance and Administration Committee

FROM: Keith E. Avery
City Clerk

SUBJECT: Use of City Hall Facilities -
Hamilton Status of Women Sub-Committee

RECOMMENDATION:

- (a) That approval be given to the action taken by the City Clerk in authorizing the use of the City Clerk's foyer and related equipment on Thursday, 1991 November 28 at 6:00 o'clock p.m. by the Hamilton Status of Women Sub-Committee for a public meeting with regard to the safety audit.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

cc: Mayor's Office
Rob Swan, Manager, Property Maintenance Division
Ruth Morrison, City Clerk's Office
Information Desk
File

CITY OF HAMILTON
- RECOMMENDATION -

B. (x)

DATE: 1991 November 22

REPORT TO: John D. Thompson, Secretary
Finance and Administration Committee

FROM: Keith E. Avery
City Clerk

SUBJECT: Use of City Hall Facilities -
Hamilton Society of Architects

RECOMMENDATION:

- a) That approval be given to the action taken by the City Clerk in authorizing the use of the east end, second floor foyer from Monday, 1991 November 25 - Friday, December 06 for the Annual Leather Medal Awards exhibit.
- b) That the City Clerk be granted the authority to approve of a similar use in future years, providing it does not interfere with any other activity.

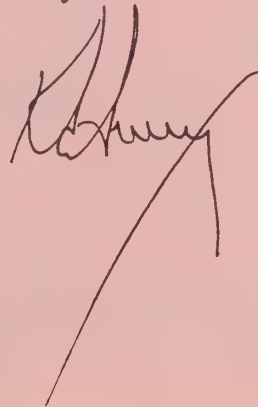
FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

The Hamilton Society of Architects Leather Medal Awards display and judging is an annual event.

cc: Mayor's Office
Rob Swan, Property Maintenance Division
Ruth Morrison, City Clerk's Office
Information Desk
File



CITY OF HAMILTON
- RECOMMENDATION -

B.(xi)

DATE: 1991 November 28

REPORT TO: John D. Thompson, Secretary
Finance and Administration Committee

FROM: Keith E. Avery
City Clerk

SUBJECT: Ukrainian Canadian Congress -
Use of City Hall Forecourt

RECOMMENDATION:

That approval be given to the action taken by the City Clerk in authorizing the Ukrainian Canadian Congress to use the City Hall forecourt on Saturday, 1991 December 07 at 11:00 a.m. for a rally of recognition and joy on the ratification of Ukrainian Independence by referendum.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Although insufficient funds remain for staff overtime in Account CH 55222 10034, Use of City Hall Facilities and Equipment by Outside Groups, this expenditure will be financed from surplus funds in related accounts.

cc: Mayor's Office
Rob Swan, Manager, Property Maintenance Division
Ruth Morrison, City Clerk's Office
Information Desk
File

CITY OF HAMILTON
- RECOMMENDATION -

B.(xii)

DATE: 1991 November 28

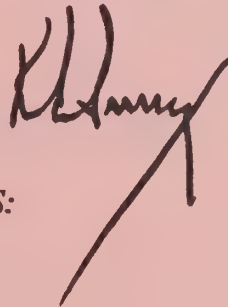
REPORT TO: John D. Thompson, Secretary
Finance and Administration Committee

FROM: Keith E. Avery
City Clerk

SUBJECT: USE OF CITY HALL FOYER - CITY HALL
CHRISTMAS CAROL PROGRAM

RECOMMENDATION:

That approval be given to the action taken by the City Clerk in authorizing the City Hall Christmas Carol Programme to be held in Council Chambers on Wednesday, December 18 at 3:30 p.m. and Friday, December 20 at 8:30 a.m. for rehearsals and the second floor foyer on Friday, December 20 from 9:15 - 10:30 a.m. for the Carol Programme.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

This program will mark the fifty-ninth Civic and Region Employees' Christmas Carol Service and will feature the "Voices of City Hall", an employee choir.

cc: Mayor's Office
Rob Swan, Manager, Property Maintenance Division
Ruth Morrison, City Clerk's Office
Information Desk
File

CITY OF HAMILTON
- RECOMMENDATION -

B.(xiii)

DATE: 1991 December 4

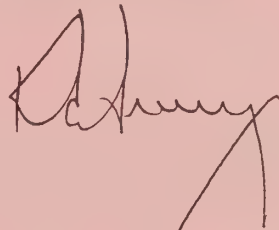
REPORT TO: John D. Thompson, Secretary
Finance and Administration Committee

FROM: Keith E. Avery
City Clerk

SUBJECT: Ukrainian Independence Day Celebrations

RECOMMENDATION:

- (a) That permission be granted to the Ukrainian Canadian Congress to use the Council Chambers on Saturday, 1992 January 25 at 10:30 a.m. for the Ukrainian Independence Day Celebrations.
- (b) That the Ukrainian flag be flown on 1992 January 25 at City Hall.
- (c) That the City Clerk be granted the authority to approve of a similar use in future years provided it does not interfere with any other activity.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Sufficient funds are available in account CH 55222 10034 - Use of City Hall Facilities and Equipment by Outside Groups, for staff overtime associated with this event.

cc: Mayor's Office
Rob Swan, Manager, Property Maintenance Division
Ruth Morrison, City Clerk's Office
Information Desk
File

CITY OF HAMILTON
- RECOMMENDATION -

B.(xiv)

DATE: 1991 December 9

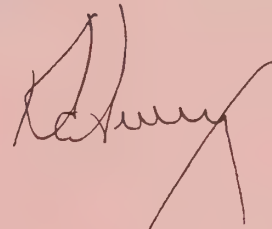
REPORT TO: John D. Thompson, Secretary
Finance and Administration Committee

FROM: Keith E. Avery
City Clerk

SUBJECT: Twin Cities Ceremony

RECOMMENDATION:

That approval be given to the action taken by the City Clerk in authorizing the use of the Council Chamber on Sunday, 1991 December 08 from 4:00 - 6:00 p.m. for a Twin City Ceremony on the occasion of the visit of the delegation from Sarasota, Florida Twin Cities Association.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Although the net position of account CH55222 10034, Use of City Hall Facilities and Equipment by Outside Groups, is in an overdraft situation, this expenditure will be financed from surplus funds in related accounts, as previously authorized by the Finance and Administration Committee.

cc: Mayor's Office
Rob Swan, Manager, Property Maintenance Division
Ruth Morrison, City Clerk's Office
Information Desk
File

B(xv.)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 December 10

REPORT TO: John D. Thompson, Secretary
Finance and Administration Committee

FROM: Keith E. Avery
City Clerk

SUBJECT: Use of Council Chamber -
United Voices for Fair Treatment in Child Care


RECOMMENDATION:

- (a) That approval be given to the action taken by the City Clerk in authorizing the United Voices for Fair Treatment in Child Care to use the City Hall Council Chamber on Thursday, 1991 December 12 from 7:30 p.m. for a Public Forum.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

cc: Mayor's Office
Alderman Dominic Agostino
Rob Swan, Manager, Property Maintenance Division
Ruth Morrison, City Clerk's Office
Information Desk
File



CITY OF HAMILTON
- RECOMMENDATION -

B. (xvi)

DATE: 1991 December 12

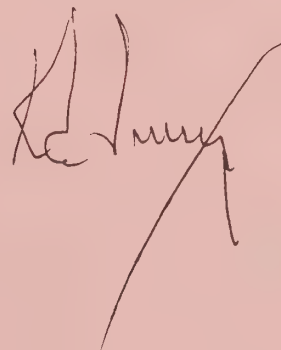
REPORT TO: John D. Thompson, Secretary
Finance and Administration Committee

FROM: Keith E. Avery
City Clerk

SUBJECT: Use of Meeting Room -
Fly the Flag for Canada Press Conference

RECOMMENDATION:

That approval be given to the action taken by the City Clerk in authorizing the Fly the Flag for Canada Committee to use meeting room 219 for a press conference on Monday, 1991 December 16 at 10:00 a.m. to unveil the workplan for Fly the Flag for Canada 1992.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

cc: Mayor's Office
Rob Swan, Manager, Property Maintenance Division
Ruth Morrison, City Clerk's Office
Information Desk
File

CITY OF HAMILTON
- RECOMMENDATION -

B.(xvii)

DATE: 1991 December 19

REPORT TO: John D. Thompson, Secretary
Finance and Administration Committee

FROM: Keith E. Avery
City Clerk

SUBJECT: Use of Council Chambers -
Presentation by Jackie Washington and Sonny Johnston

RECOMMENDATION:

That approval be given to the action taken by the City Clerk in authorizing the use of Council Chambers on Sunday, 1991 December 15 from 7:30 - 9:30 p.m. for a musical presentation by Jackie Washington and Sonny Johnston.

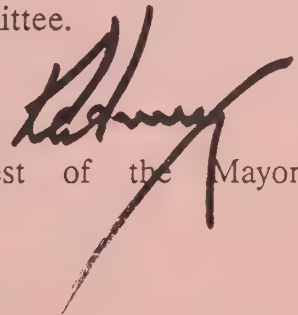
FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Although the 1991 net position of Account CH55222 10034, Use of City Hall Facilities and Equipment by Outside Groups, is in an overdraft situation, the expenditure for staff overtime associated with this event in the amount of \$50.00 will be financed from surplus funds in related accounts, as previously authorized by the Finance and Administration Committee.

BACKGROUND:

Arrangements for this event were made at the request of the Mayor's office.

cc: Mayor's Office
Rob Swan, Manager, Property Maintenance Division
Ruth Morrison, City Clerk's Office
File



B(xviii)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 December 19

REPORT TO: John D. Thompson, Secretary
Finance and Administration Committee

FROM: Keith E. Avery
City Clerk

SUBJECT: Use of Council Chambers -
Associazione Musicale

RECOMMENDATION:

That approval be granted to the Associazione Musicale:

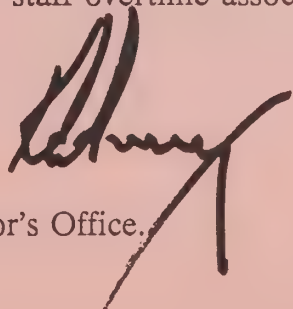
- (a) To hold a performance in the Council Chambers on Sunday, 1992 January 26 at 3:00 p.m., and,
- (b) To use the Council Chambers on Sunday, January 19 at 6:00 p.m. and Saturday, January 25 at 2:00 p.m. or 6:00 p.m. for rehearsals.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Sufficient funds are available in Property Maintenance Account CH55222 10034 - Use of City Hall Facilities and Equipment By Outside Groups, for staff overtime associated with this event in the estimated amount of \$156.00.

BACKGROUND:

Arrangements for this event are at the request of the Mayor's Office.



cc: Mayor's Office
Rob Swan, Manager, Property Maintenance Division
Ruth Morrison, City Clerk's Office
Information Desk
File

FCM RECEIVED

NOV 12 1991

B(xix)

CITY CLERKS

November 4, 1991

Memorandum to FCM Municipal, Associate and Affiliate Members

REQUEST FOR RESOLUTIONS FOR CONSIDERATION
AT THE ANNUAL CONFERENCE

The Federation of Canadian Municipalities' Standing Committee on Policies and Resolutions and the National Board of Directors invite the submission of resolutions on **subjects of national municipal interest** for debate at the FCM's 1992 Annual Conference in Montreal, June 5 to June 8.

Members are urged to observe the enclosed guidelines when preparing their resolutions for submission.

The Standing Committee on Policies and Resolutions and the National Board of Directors appreciates the cooperation of all members in adhering to the procedures.

We look forward to hearing from you.

A. L. Moore

Mayor Audrey Moore
Third Vice President
Chair, Standing Committee
on Policies and Resolutions

Enclosures

VS/vs

Federation of
Canadian
Municipalities
Fédération
canadienne des
municipalités

24, rue Clarence Street
Ottawa, Ontario K1N 5P3
(613) 237-5221
Fax, Télécopieur: (613) 237-2965
Telex: 053-4451
International Office
Bureau international (613) 563-3506
Fax Télécopieur: (613) 563-2051

Councillor Doreen Quirk
Markham, Ontario
President
Président
Le maire Margaret Delisle
Sillery (Québec)
Première vice-présidente
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Castlegar, British Columbia
Third Vice-President
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Councillor Ray O'Neill
St. John's, Newfoundland
Past President
Président sortant
James W. Knight
Executive Director
Directeur général



Federation of Canadian Municipalities
Fédération canadienne des municipalités

GUIDELINES FOR PRESENTATION OF RESOLUTIONS TO THE FEDERATION OF CANADIAN MUNICIPALITIES

It is by way of resolutions that Municipal, Affiliate and Associate Members bring their concerns to FCM for consideration at the Annual Conference, held in June of each year, or at meetings of the National Board of Directors, held in September, December and March.

Resolutions may be submitted by any municipality or provincial/territorial municipal association which is a member in good standing of the Federation of Canadian Municipalities.

All resolutions endorsed at the Annual Conference or at the National Board of Directors and which require action from the Government of Canada, shall be submitted to the appropriate minister, department or agency for response.

It is therefore important that resolutions be carefully worded so that FCM is directed to take the appropriate action and that the proper message is conveyed.

CONSTRUCTION OF RESOLUTIONS

All members are urged to observe the following guidelines when preparing resolutions for submission to FCM:

- a) FCM will take a stand only on issues which are clearly of **national municipal interest** and which fall within the jurisdiction of the federal government, the provincial and territorial governments acting at the interprovincial level, or FCM itself. Indirect municipal issues and local/regional issues will not be supported by major research and lobbying activity, unless otherwise directed by the Annual Conference or by FCM National Board of Directors.
- b) **The descriptive clauses** (WHEREAS...) should clearly and briefly set out the reasons for the resolution. If the sponsor believes that the rationale cannot be explained in a few preliminary clauses, the problem should be more fully stated in supporting documentation.
- c) **The operative clause** (BE IT RESOLVED...) must clearly set out its intent stating a specific proposal for any action which the sponsor wishes FCM to take. (i.e. **BE IT RESOLVED** that FCM **urge/endorse/petition...**) The wording should be clear and brief. Generalization should be avoided.
- d) **Background information** such as Council reports should be submitted with the resolution. When a resolution is not self explanatory and when adequate information is not received, FCM staff may return the resolution to the sponsor with a request for additional information or clarification.
- e) **Proof of endorsement** by the sponsoring council must accompany the resolution.

CATEGORIZATION OF RESOLUTIONS

The Standing Committee on Policies and Resolutions will meet in March to review the resolutions received and categorize them as follows:

- . Category A: National municipal issues
- . Category B: Local/regional municipal issues
- . Category C: Issues not within municipal jurisdiction
- . Category D: Matters dealt with in the previous three years or contrary to present FCM policy

SUPPLEMENTARY INFORMATION

The Standing Committee on Policies and Resolutions is responsible for receiving and taking action on all resolutions in accordance with the above stated guidelines.

Resolutions meeting the above criteria submitted from June to November will be forwarded to the Board for its consideration unless the sponsor explicitly directs them to the Conference. Resolutions submitted following the November call for Conference Resolutions will be forwarded to the Conference unless the sponsor explicitly directs them to the Board.

Resolutions which fall within the mandate of an FCM Standing Committee or Task Force will be reviewed by same for the purpose of presenting recommendations to the Conference. Standing Committees and Task Forces are responsible for ensuring that resolutions are compatible with existing policy statements and approved resolutions.

THE DEADLINE FOR SUBMISSION OF RESOLUTIONS TO FCM'S ANNUAL CONFERENCE IS FEBRUARY 14, 1992.

The Standing Committee on Policies and Resolutions stresses that resolutions received after the deadline cannot be processed in time for inclusion in the Policy Development Book and will be held for action by the National Board of Directors following the Conference.

Resolutions of an emergency nature, as determined by the Executive Committee, will be debated only with delegates' approval.

For more information contact either the Resolutions Coordinator or the Director of Policy and Research at the FCM office Tel: (613) 237-5221, Fax: (613) 237-2965.

CITY OF HAMILTON
- RECOMMENDATION -

B(xxx)

DATE: 1991 December 19

REPORT TO: J. Thompson, Secretary
Finance and Administration Committee

FROM: K. E. Avery
City Clerk

SUBJECT: Hamilton Civic Hospitals Board of Directors
Nominees of the Hamilton Civic Hospitals Foundation

RECOMMENDATION:

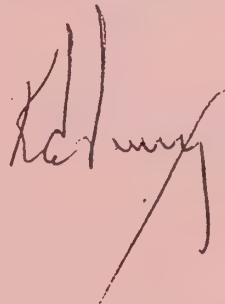
That Mr. Norman B. Preece and Mr. C. Douglas Boothe as nominated by the Hamilton Civic Hospitals Foundation, be appointed to the Hamilton Civic Hospitals Board of Governors for a term to expire 1995 December 31.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

The Hamilton Civic Hospitals Board of Governors consists of the Regional Chairman, 1 Regional Councillor, the Mayor, 1 City Council member, the President of the Volunteer Association, 8 citizens nominated by the City and 8 citizens nominated by the Hamilton Civic Hospitals Foundation. Both Mr. Preece and Mr. Boothe are incumbents to the Board.

A handwritten signature in dark ink, appearing to be 'K. E. Avery', is written over the 'FINANCIAL/STAFFING/LEGAL IMPLICATIONS' section.

CITY OF HAMILTON
- RECOMMENDATION -

B. (xxi)

DATE: 1991 December 19

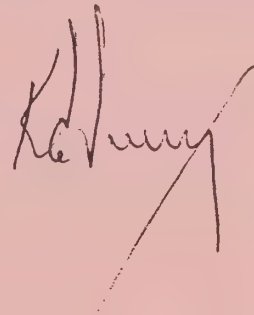
REPORT TO: J. Thompson, Secretary
Finance and Administration Committee

FROM: K. E. Avery
City Clerk

SUBJECT: Public Library Board
Board of Education Nominees

RECOMMENDATION:

That Mrs. Margaret McGillivray and Mr. Robert Philip as nominated by the Board of Education for the City of Hamilton be appointed to the Public Library Board for a term to expire 1994 November 30.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

The Public Library Board consists of 6 citizens, 2 council members, 2 members nominated by the Board of Education and 1 member nominated by the Roman Catholic Separate School Board.

C. (i)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 October 31

REPORT TO: John D. Thompson, Secretary
Finance and Administration Committee

FROM: Stella Glover, Secretary
Farmers' Market Sub-Committee

SUBJECT: Christmas Market Days

RECOMMENDATION:

That approval be given to the action taken by the Hamilton Farmers' Market Sub-Committee in scheduling Market Days throughout 1991/92 Christmas holidays as follows:

CHRISTMAS WEEK

Monday, December 23, 1991
Tuesday, December 24, 1991
Friday, December 27, 1991
Saturday, December 28, 1991

NEW YEAR'S WEEK

Tuesday, December 31, 1991
Thursday, January 02, 1992
Friday, January 03, 1992
Saturday, January 04, 1992

Stella Glover

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

cc: Stephanie Miller, Manager
Hamilton Farmers' Market

Art Zuidema
Law Department

**CITY OF HAMILTON
- RECOMMENDATION -**

DATE: 1991 November 7

REPORT TO: Mr. John D. Thompson, Secretary
Finance and Administration Committee

FROM: Mrs. Stella Glover, Secretary
Farmers ' Market Sub-Committee

SUBJECT: 1992 Market Fees

RECOMMENDATION:

- a) That the Hamilton Farmers ' Market fees be increased by two percent (2%), per schedule "B" and "1", attached, and that the City Solicitor be directed to prepare an amendment to By-law 81-180, "to regulate the Hamilton Farmers ' Market" to reflect this increase, effective 1992 January 01.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Additional revenues for 1991 approximately \$8,400.00



BACKGROUND:

At their meeting of 1991 October 29 the Hamilton Farmers ' Market Sub-Committee considered a recommendation from the Market Manager for a 5% increase in Hamilton Farmers ' Market Fees for 1992 in keeping with inflationary rates for 1992.

Representatives of the Hamilton Farmers ' Market Stallholders ' Association attended the meeting and requested the Sub-Committee to recommend a zero increase in Stallholders ' Fees for 1992 in view of reduced sales due to the current economic recession.

After consideration the Hamilton Farmers ' Market Sub-Committee made the foregoing recommendation for a 2% increase.

cc: Alderman F. Lombardo, Chairman, Hamilton Farmers ' Market Sub-Committee
Stephanie Miller, Manager, Hamilton Farmers ' Market
Art Zuidema, Law Department

HAMILTON FARMERS MARKET 1992 FEE SCHEDULE

SCHEDULE 'B' TO BY-LAW NO. 87-324

PART 1: PRODUCERS' AND DEALERS' FEES

Stand Number	Location	Amount of Producers' and Dealers' Fees		
		Per Month	Per Day	YRLY
1 to 8	(Refrigeration Units)	\$ 270.00	N/A	\$3240.
12 to 18	(Refrigeration Units)	270.00	N/A	3240.
22	(Refrigeration Units)	270.00	N/A	3240.
9,10,11	(Refrigeration Units)	225.00	N/A	2700.
19,29,21	(Refrigeration Units)	225.00	N/A	2700.
23 to 46	RAMP	157.00	25.00	1884.
47 to 62A	North Wall - Main Floor	157.00	25.00	1884.
63 to 70	West Wall - Main Floor	157.00	25.00	1884.
71 to 95	South Wall - Main Floor and Under Ramp	157.00	25.00	1884.
96 to 100	Loading Docks(from 7:30am to 4:00pm)	157.00	25.00	1884.
101 to 111	East Wall - Main Floor	157.00	25.00	1884.
112 to 143	Stands in Middle from East to West (North Side)	157.00	25.00	1884.
144 to 175	Stands in Middle from West to East (South Side)	157.00	25.00	1884.
30a,34a,38a,37a,46a		87.00	12.00	1044.
70a,72a		66.00	12.00	792.
92		221.00	25.00	2652.
176	Coffee Shop	314.00	N/A	3768.

SCHEDULE 1

TO

By-law No. 87-180

PART 2: DEALERS' FEES PAYABLE IN ADDITION TO FEES PAYABLE UNDER PART 1

<u>Stand No.'s</u>	<u>Dealers' Fees</u> <u>Per Annum</u>
1 to 176	\$ 91.00

PART 3: PRODUCERS' AND DEALERS' FEES FOR ADJACENT STANDS

Fee for one stand when available, immediately adjacent to a stand for which an annual fee is paid in advance..... \$ 7.00 per day

PART 4: FRIDAY MARKET FEES

8 FT. Refrigeration Unit	\$ 17.00 per day
12 FT. Refrigeration Unit	\$ 21.00 per day
Regular Stands	\$ 12.00 per day
Each Additional Stand	\$ 7.00 per day
Coffee Shop	\$ 23.00 per day
Daily Users' Fees	\$ 25.00 per day

CORPORATION OF THE CITY OF HAMILTON

LAW DEPARTMENT

MEMORANDUM

TO: Mr. K. E. Avery, City Clerk
Clerk's Department
Attention: Mr. John Thompson
Manager, Legislative Division

FROM: Art Zuidema
Solicitor
Law Department

OUR FILE: 40-29.3.11
PHONE: 546-4636

SUBJECT: Hamilton Farmers Market By-law

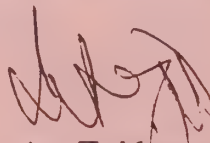
DATE: 1991 November 29

Further to my telephone conversation with Lily of your department today, attached please find Market Fees By-law for 1992 with respect to the Hamilton Farmers Market.

Could you please ensure that this by-law is put on the agenda for the matters to be dealt with at the special meeting of Council to be held December 10, 1991.

It is crucial that this by-law be passed in order to implement the fees for 1992. Please notify us when you receive confirmation that this matter has been put on the agenda.

We thank you for your co-operation at this short notice. It did not come to my attention until yesterday that this meeting was going to be held on the 10th of December, 1991, and that the deadline for submissions is today at 2:00 p.m.



Art Zuidema
Solicitor

AZ/dg

cc. Stella Glover, Clerks Department
cc. Stephanie Miller, Clerks Department

The Corporation of the City of Hamilton

BY-LAW NO. 91-

To Amend Market By-law No. 81-180

Respecting FEES

WHEREAS By-law No. 81-180, passed on the 23rd day of June 1981, provides in Schedule "B" thereof for the establishment of fees for the use of the Hamilton Farmers' Market;

AND WHEREAS Schedule "B" to By-law No. 81-180 was re-enacted and amended by By-law No. 81-267, By-law No. 82-34, By-law No. 83-024, By-law No. 84-278, By-law No. 86-60, By-law No. 86-340, By-law No. 87-324, By-law No. 87-352, By-law No. 88-269, and By-law No. 89-372, and By-law No. 90-356;

AND WHEREAS the Council of The Corporation of the City of Hamilton, has directed that Market By-law No. 81-180, as amended, be further amended to revise the fees in Schedules "B" and "1", effective the first day of January 1992, as hereinafter provided;

NOW THEREFORE the Council of The Corporation of the City of Hamilton enacts as follows:

1. Schedule "B" to By-law No. 81-180, as added to by Schedule "1", and as re-enacted and amended aforesaid, is repealed, and Schedule "B" to this By-law substituted therefor.
2. In all other respects, By-law No. 81-180, as re-enacted and amended, is hereby confirmed without change.

PASSED this day of December, A.D. 1991.

City Clerk

Mayor

(1991)

SCHEDULE "B"

2.

To By-law No. 90-

SCHEDULE "B"
(Section 7)

PART 1 : PRODUCERS AND DEALERS FEES

Stand Number	Location	Amount of Producers and Dealers Fees		
		Per Month	Per Day	Yearly
1 to 8	(Refrigeration Units)	\$270.00	N/A	\$3,240.00
12 to 18	(Refrigeration Units)	\$270.00	N/A	3,240.00
22	(Refrigeration Units)	\$270.00	N/A	3,240.00
9,10,11	(Refrigeration Units)	\$225.00	N/A	2,700.00
19,29,21	(Refrigeration Units)	\$225.00	N/A	2,700.00
23 to 46	RAMP	\$157.00	\$25.00	1,884.00
47 TO 62a	North Wall - Main Floor	\$157.00	\$25.00	1,884.00
63 to 70	West Wall - Main Floor	\$157.00	\$25.00	1,884.00
71 to 95	South Wall - Main Floor and Under Ramp	\$157.00	\$25.00	1,884.00
96 to 100	Loading Docks (from 7:30 a.m. to 4:00 p.m.)	\$157.00	\$25.00	1,884.00
101 to 111	East Wall - Main Floor	\$157.00	\$25.00	1,884.00
112 to 143	Stands in Middle from East to West (North Side)	\$157.00	\$25.00	1,884.00
144 to 175	Stands in Middle from West to East (South Side)	\$157.00	\$25.00	1,884.00
30a, 35a, 37a, 46a		\$ 87.00	\$12.00	1,044.00
70a, 72a		\$ 66.00	\$12.00	792.00
92		\$221.00	\$25.00	2,652.00
176	Coffee Shop	\$314.00	N/A	3,768.00

PART 2 : DEALERS FEES PAYABLE IN ADDITION TO FEES PAYABLE UNDER PART 1

Stand No.'s	Dealers Fees per Annum
-----	-----
1 to 76	\$91.00

PART 3 : PRODUCERS AND DEALERS FEES FOR ADJACENT STANDS

Fee for one stand when available, immediately adjacent to a stand for which an annual fee is paid in advance.....\$7.00 per day.

PART 4 : FRIDAY MARKET FEES

8 FT. Refrigeration Unit	\$17.00 per day
12 FT. Refrigeration Unit	\$21.00 per day
Regular Stands	\$12.00 per day
Each Additional Stand	\$ 7.00 per day
Coffee Shop	\$23.00 per day
Daily Users Fees	\$25.00 per day

D.(i)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 November 8

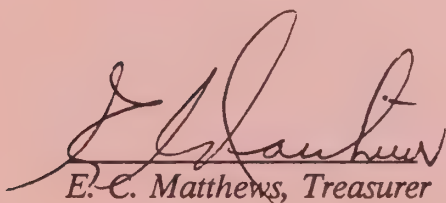
REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. E. C. Matthews
Treasurer

SUBJECT: FINANCING OF SAFETY AUDIT OF HAMILTON

RECOMMENDATION:

That, in accordance with City Council direction October 29 for the Treasurer to identify the financing method of funding to proceed with the Safety Audit as requested by the Hamilton Status of Women Sub-Committee, the requested funding of \$10,000 be financed from the Current Contingency account, Centre number 24120.



E. C. Matthews, Treasurer

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

- there are sufficient funds remaining (\$27,330) in the 1991 current contingency account to finance this expenditure.

BACKGROUND:

City Council, at its meeting of October 29, 1991, authorized the Treasurer to examine the 1991 current estimates in order to finance the \$10,000 request for a Safety Audit.

D.(ii)

CITY OF HAMILTON
- RECOMMENDATION -

~~JAN~~ 2 1992

DATE: 1992 January 2


REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. I. R. Hammel
Acting Treasurer

SUBJECT: GAGLIANO GARDENS SUBDIVISION - ADDITIONAL
COST

RECOMMENDATION:

That the City's Share of Services for the completion of Gagliano Gardens Subdivision in the additional amount of \$1,300.00 be financed from the Reserve for City's Share of Services Through Unsubdivided Lands.



I.R. Hammel, Acting Treasurer

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

See above recommendation. This project is included in the 1991-1995 Capital Budget Program.

BACKGROUND:

This item will be considered by the Transport and Environment Committee on January 6, 1992. Please refer to the letter of November 8, 1991 from Mr. L.D. Turvey, Commissioner of Transportation/Environmental Services.

c.c. Mr. L. D. Turvey, P.Eng., Commissioner of Transportation
Environmental Services
Mr. K. Christenson, Secretary Transport and Environment Committee
Mr. R. Meiers, Public Works Department

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 November 8
S707-52 D. Christilaw

REPORT TO: T. Agnello, Secretary
Transport and Environment Committee

FROM: L. D. Turvey, P.Eng.
Commissioner of Transportation/
Environmental Services

SUBJECT:

1991 Servicing Expenditures Related to Subdivision

RECOMMENDATION:


- i) that the additional funding in the amount of \$1,300.00 for the City's share of municipal services in "Gagliano Gardens" subdivision be approved.
- ii) that the Finance and Administration Committee recommend the source of funding.



L. D. Turvey, P.Eng.
Commissioner of Transportation/
Environmental Services

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The City's share for services in this development were previously approved by City Council in 1986. Based on the final payments for all of the City's share of services in this subdivision an additional amount of \$1,300.00 is necessary to cover the City's portion of the roadway costs. Therefore it is being recommended that these funds be approved.

 cc: E. Matthews, City Treasurer
cc: J. Thompson, Secretary, Finance and Administration Committee

D.(iii)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1992 January 3


REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. I. R. Hammel
Acting Treasurer

SUBJECT: FINANCING OF LAND ACQUISITION, T.B.
McQUESTON PARK

RECOMMENDATION:

That the amount of \$170,589.24 (subject to taxes and interest adjustments) required to complete the final land acquisition for T.B. McQueston Park from the Ontario Housing Corporation, be financed from the "5% Land Dedication" Reserve.


I.R. Hammel, Acting Treasurer

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

- there are sufficient funds remaining in the 5% Reserve account to fund this acquisition.

BACKGROUND:

The Parks and Recreation Committee will be considering this item at its meeting of January 7, 1991, including the recommendation that the Finance and Administration Committee recommend the source of funding.

c.c. - Mrs. P. Noé Johnson, City Solicitor
Mr. J. Pavelka, Director of Public Works

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 December 19

REPORT TO: Mr. K.C. Christenson, Secretary
Parks and Recreation Committee

FROM: P. Noé Johnson
City Solicitor

Mr. J.G. Pavelka, P.Eng.
Director of Public Works


SUBJECT: T.B. McQuesten Park, Land Acquisition

RECOMMENDATION:

(a) That the City complete the final land acquisition contemplated in the Agreement dated June 19th, 1975, between Ontario Housing Corporation and the City to acquire those parcels of land necessary to complete the T.B. McQuesten Park, by a conveyance from Ontario Land Corporation to the Corporation of the City of Hamilton of 18.876 acres in the Rushdale Neighbourhood for the price of \$170,589.24 subject to adjustment for taxes and interest.

(b) That the Mayor and City Clerk be authorized to execute all necessary documents relating to the completion of the said transaction in a form satisfactory to the City Solicitor.

(c) That the purchase be referred to the Finance and Administration Committee for source of funding.


P. Noé Johnson


J. G. Pavelka, P. Eng

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The closing date for the transaction is proposed for January 23rd, 1992.
The funding for this transaction shall be recommended by the Finance and Administration Committee pursuant to a report from the Treasurer.

BACKGROUND:

Council approved the purchase of this land, known as part of 620 Limeridge Rd. E., Hamilton, being Part 1 on Plan 62R-6519, on February 11, 1975. This agreement addressed several hundred acres of property on the mountain to be acquired by the City either for parkland or for the Mountain Freeway project.

The lands in the Rushdale neighbourhood were not going to be needed for several years. This conveyance of land is now urgently required for development of the proposed international gardens park beginning next spring. It must be noted that the City has had the use of at least part of this property for some time now, as a park facility was put in approximately two years ago.

The Agreement in 1975 contemplated transfer of title to the lands when the subdivisions slated for the Rushdale Neighbourhood were approved at the registered plan of subdivision stage. Rushdale was developed in three stages, the last of which was sold off by Ontario Housing Corporation to a private developer at draft plan approval stage on July 24th, 1987. According to the agreement, this is the point at which the land could have been conveyed. At that time, the City was to have paid the sum of \$116,720.00. The Ministry of Government Services has now taken the position that it should have interest on this sum to the date of closing. Upon review of the file, it is proposed by the Law Department that all parties' interests are best served by paying interest at the rate of 3% below prime for this time period. The City has had the use of the land for some time at no expense; the principal sum has been notionally set aside for this purchase since 1975; the City has therefore had the benefit of the interest this sum would have earned. The sum of interest calculated at the rate of three (3) percent below the current prime interest rate from July 24th, 1987, to January 23rd, 1992, (the proposed closing date) would be \$53,869.24. This proposal has been negotiated to forestall litigation proceedings to complete this contract. In the event that Council rejects the present proposal, the City may be exposed to a claim for specific performance with interest in an amount considerably in excess of this settlement. The closing of this transaction will also serve to eliminate any potential for liability due to the insurance aspects of the use of the lands.

While 14.248 acres of this 18.876 acre site are being acquired at no cost as part of the Ontario Housing Corporation's 5% parkland dedication, the remaining 4.628 acres constitute the portion which the City had earlier decided to purchase to complete the park.

The Real Estate Department has been advised of this proposal and has no objections.

Funding of this transaction has been discussed with the Treasury Department and is the subject of a parallel recommendation from Treasury through the Finance and Administration Committee.

CITY OF HAMILTON
- RECOMMENDATION -

D.(iv)

DATE: 1991 November 25

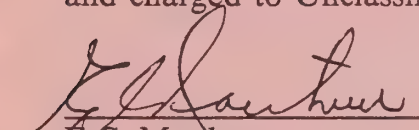
REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. E. C. Matthews
Treasurer

SUBJECT: REIMBURSEMENT OF LEGAL FEES - LOCAL 288

RECOMMENDATION:

That the payment by Local 288 of the Hamilton Professional Firefighters Association of the legal bill of Mr. Stanley Simpson in the amount of \$749.00, regarding a traffic violation to firefighter Paul Slattery while in performance of his duties, be reimbursed to Local 288 and charged to Unclassified Expenditure account CH55195-24201.


E.C. Matthews

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

See above recommendation.

BACKGROUND:

The Hamilton Professional Firefighters Association have been reimbursed in the past for payment of legal fees for traffic violations of firefighters while in performance of their duties, and these amounts have been charged to Unclassified Expenditures.

DEPARTMENT NAME HERE

MEMORANDUM

TO: E. C. Matthews
Treasurer
Treasury Department

YOUR FILE:

FROM: Mr. John Thompson, Secretary
Finance & Administration Committee
City Clerk's Office

OUR FILE:
PHONE: 546-2747

SUBJECT: LOCAL 288 - REIMBURSEMENT
OF LEGAL FEES

DATE: 1991 November 1

I am forwarding herewith for your information and attention a copy of a letter dated 1991 September 19 from the Secretary of the Hamilton Professional Fire Fighters Association requesting that the Association be reimbursed for legal fees incurred in connection with a traffic violation against a fire fighter who was involved in an accident while driving a fire vehicle. The charges were subsequently dismissed by the Crown.

Research so far discloses that City Council at its meeting held 1983 March 29 in adopting Section 1 of the Fifth Report of the Personnel Committee approved a similar request for reimbursement on the understanding that approval was not intended to set a precedent. Consistent with previous Council action, I would appreciate it if you would prepare a recommendation for reimbursement for submission to the Finance and Administration Committee indicating the account this expense should be charged to.

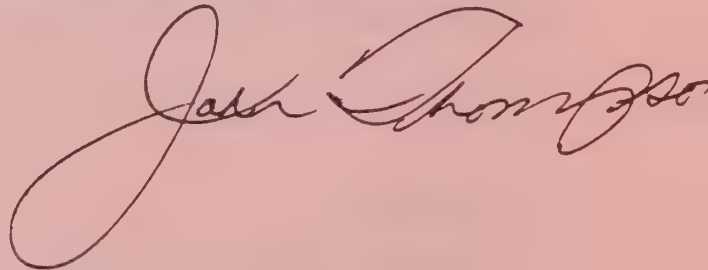
JT:lm
Attachments

cc: P. Noé Johnson, City Solicitor
Law Department

J. Johnston, Commissioner
Human Resources Centre

G. Baker, Chief
Fire Department

Larry Staples, Secretary
H.P.F.F.A. Local 288 I.A.F.F.



Hamilton Professional Fire Fighters Association

Local - 288 International Association of Fire Fighters

President

Ron Bowman

Treasurer

Neil Shaubel



Secretary

SEP 26 1991

Larry Staples
19 Laurier Avenue,
Hamilton, Ontario.
388-3341



Affiliated with
Ontario Professional
Fire Fighters Association
The Canadian Labour Congress

September 19th, 1991

Mr. John Thompson. Secretary
Finance and Administration Committee
City Hall,
71 Main Street West,
Hamilton, Ontario.

Dear Sir:

Please find enclosed a copy of Mr. Stanley Simpson's costs to the Association for representing Mr. Paul Slattery on a traffic violation while in the performance of his duty.

For your information this traffic violation against Mr. Slattery was withdrawn. The Association respectfully request that the costs incurred in the amount of \$749.00 be reimbursed at your earliest convenience.

Yours truly,

Larry Staples, Secretary
H.P.F.F.A. Local 288 I.A.F.F.

MAKE EVERY WEEK - "FIRE PREVENTION WEEK"

Hamilton Professional Firefighters Association
255 Rowntree Drive.
Hamilton, Ontario
L8W 2K4

August 14, 1991

Attn: Mr. N. Shaubel
Treasurer

IN ACCOUNT WITH
STANLEY SIMPSON
BARRISTER & SOLICITOR

GC

AREA CODE 416
TELEPHONE 523-7400

SUITE 407
20 HUGHSON STREET SOUTH
HAMILTON, CANADA
L8N 2A1

RE: TRAFFIC CHARGES - Paul Slattery
Our File No. 2724/91

March 7, 1991

Attending with Slattery, Scott and
Bowman to review charges and facts;
Requesting certain information from
you by letter;
setting up appointment to see
everyone prior to the trial by
correspondence.

August 6, 1991

Conversations with Bowman
reobtaining certain material,
contacting the Hamilton-Wentworth
Regional Police.

August 12, 1991

Attending in our office in the
morning with Bowman and
subsequently proceeding to Court to
see Slattery and Scott to prepare
for the trial at which time the
Crown withdrew the charges.
Reviewing facts and law - 4 hours
@175.00

\$700.00

Plus GST:

\$ 49.00

BALANCE DUE TO OUR OFFICE:

\$749.00

THIS IS MY ACCOUNT

STANLEY SIMPSON

SS\lb
E. & O.E.

cc: Ronald Bowman
Larry Staples

CITY OF HAMILTON

- RECOMMENDATION -

D.(v)

DATE: 1991 December 23

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: E. C. Matthews
Treasurer

SUBJECT: TAX APPLICATIONS PROCESSED UNDER SECTION 496(a)
OF THE MUNICIPAL ACT IN ACCORDANCE WITH BILL 59
(MUNICIPAL ACT AMENDMENT) CHAPTER 31 STATUTES OF
ONTARIO, 1988

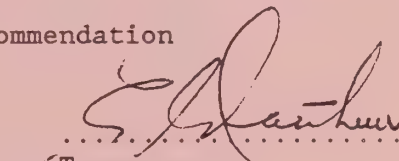
RECOMMENDATION:

That realty and business tax applications processed under Section 496(a) of The Municipal Act in accordance with Bill 59 (Municipal Act Amendment) Chapter 31 Statutes of Ontario, 1988 in the amount of \$11,560.23 be approved and charged to CH53307-24104 Tax Remissions.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

See above recommendation


.....
Treasurer

BACKGROUND:

On June 8, 1988 Section 15 of Bill 59 received Royal Assent. This Section provides for the Municipality a means whereby Municipal Councils may approve tax refunds due to clerical errors in the Assessment Roll. The period for application is limited to two years preceding the date of application.

Such applications are only valid and therefore may only be heard and approved by Council providing that certain prior conditions are met; most importantly that all applications must be confirmed and approved by the Regional Assessment Commissioner.

As much as the Regional Assessment Commissioner has confirmed and approved these appeals, it is felt that the above recommendation is justified.

"496(A)" APPLICATIONS

A - Out of Business
B - Reduced Space
C - Fire, Demolition, Otherwise
D - Mill Rate Conversion

E - Overcharged (Clerical Error)
F - Undercharged (Clerical Error)
G - Tax Exempt

<u>Application Number</u>	<u>Roll Number</u>	<u>Appeal Year</u>	<u>Reason for Appeal</u>	<u>Tax Cancellation</u>
<u>REALTY</u>				
10208	010 0955 4360	1990	D	39.49
10210	080 9940 8140	1990	E	459.69
10211	080 9940 8140	1989	E	408.33
10212	081 0010 5370	1990	C	1,741.33
10213	071 1310 2530	1990	C	76.25
10215	020 1235 8300	1990	E	688.88
10217	060 6110 0070	1990	C	174.66
10218	050 4610 0040	1990	D	1,760.20
10219	020 1310 6750	1990	D	3,607.11
10222	040 3315 0220	1989	C	27.22
10223	040 3315 0220	1990	C	30.65
10226	070 6640 0190	1990	C	152.86
10227	070 6640 0190	1989	C	134.81
10229	010 0210 5240	1990	E	465.89
10230	010 0210 5240	1989	E	413.84
10231	070 7410 4938	1990	E	34.29
10232	070 7410 4938	1989	E	22.46
TOTAL REALTY				10,237.96
<u>BUSINESS</u>				
10209	020 1220 0050 0550 911 1	1990	B	179.24
10214	020 1220 1660 0080 911 1	1990	A	.00
10216	020 1235 8300 0020 911 0	1990	E	516.66
10221	040 2815 4000 0020 911 0	1990	B	267.83
10225	050 3730 9100 0040 911 1	1990	B	308.31
10228	070 8160 5960 0080 911 1	1990	B	50.23
TOTAL BUSINESS				1,322.27
TOTAL ADJUSTMENT				11,560.23

CITY OF HAMILTON
- INFORMATION -

D.(vi)

DATE: 1992 January 2

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. E. C. Matthews
Treasurer

SUBJECT: Insurance Portfolio of the City of Hamilton,
Local Boards and Companies and The Hamilton
Entertainment and Convention Facilities
Incorporated

BACKGROUND:

Under Section 25 of the Procedural By-law (No. 82-203) as amended, the City Clerk is responsible for insurance of the City of Hamilton and by agreement the Local Boards and Companies of the City of Hamilton and the Hamilton Entertainment and Convention Facilities Incorporated.

With the retirement of Mr. E. A. Simpson, former City Clerk on December 31, 1989, this responsibility in its entirety was transferred to the Treasurer.

As Treasurer, I feel that a periodic report should be made to the Finance and Administration Committee providing you with the details of the insurance portfolio of the City of Hamilton, Local Boards, Companies and The Hamilton Entertainment and Convention Facilities Incorporated together with pertinent information on insurance matters. However, any insurance matters of such magnitude as to be of major concern will be reported to you directly as they occur, ie: major losses.

This is the first of such periodic reports and I propose that my successor continue to report to you at approximately this time each year in order that any comments or suggestions may be reviewed and/or researched and if feasible incorporated into the current budget and insurance programs for the next year.

Enclosed is a schedule which details the insurance portfolio of the City of Hamilton, Local Boards and Companies and The Hamilton Entertainment and Convention Facilities Incorporated as of November 1, 1991.

Without delving into each of the insurance policies or areas in which we are partially or completely self-insured, I would like to draw your attention to certain major changes which have been incorporated into the portfolio since assumption of this responsibility January 1, 1990:

1992 January 2

Mr. J. D. Thompson, Secretary
Finance and Administration Committee - continued 2

Item No. 1 - Municipal Liability - Primary and Excess

As of January 1, 1990, the total coverage for Comprehensive General Liability was \$28,000,000 (Primary \$3,000,000 and Excess or Umbrella \$25,000,000) for the City of Hamilton, Local Boards and Companies and H. E. C. F. I. with a deductible of \$2,000,000. The total cost of these policies was \$301,890.

Through a survey of certain comparable municipalities in Ontario, it was observed that the total coverage within these municipalities was between \$5,000,000 and \$10,000,000. In addition, several of these municipalities were not under a Regional form of government and therefore had responsibility for all services including police, sewer and water.

After a review of our claims history, operations and risk as well as the information from other municipalities, I obtained a price from our insurer for a total coverage of \$14,000,000 (Primary \$4,000,000 and Excess \$10,000,000 with a deductible of \$3,000,000). This price was \$166,855 and covered the same entities as before. The deductible has been increased by \$1,000,000 from \$2,000,000 to \$3,000,000. The City will self-insure the \$1,000,000 increase.

As of August 1, 1991, our Comprehensive General Liability coverage was reduced to \$14,000,000 (Primary \$4,000,000 with a deductible of \$3,000,000 and Excess or Umbrella of \$10,000,000) at a savings of \$135,035.

In order to accomplish this, it was necessary to renew our existing coverage for a period of one month at a cost of \$25,719 thereby reducing our net savings to \$109,316.

Having made a further commitment to move toward self-insurance by increasing the deductible from \$2,000,000 to \$3,000,000 on the liability policies, the City could absorb more of the claims costs. In order to meet this possibility, it is my intention to utilize the net savings generated (\$109,316) to finance the Reserve for Uninsured Losses in 1991 and future years until this Reserve is sufficient to absorb the deductibles should a major claim arise.

Item No. 2 - Auto Liability - Fleet and Executive

Examination of the use of City vehicles determined that seven (7) automobiles included in the fleet policy were used on a 24 hour basis by employees and therefore should be transferred to the Executive policy.

Item No. 2 - Auto Liability - Vehicles in Storage

Coverage has been increased from \$600,000 to \$4,000,000 blanket coverage in specific locations where large numbers of vehicles are stored when not in use.

1992 January 2

Mr. J. D. Thompson, Secretary
Finance and Administration Committee - continued 3

Item No. 3 - Crime

Coverage has been increased in all areas of this policy:

(a) Employee theft	from \$2,000,000 to \$10,000,000
(b) Disappearance - Premises	250,000 to 5,000,000
(c) - Transit	250,000 to 5,000,000
(d) Depositors Forgery	1,000,000 to 5,000,000

Item No. 11 -Tax Arrears - 179 Stirton Street

Decreased coverage as only one property remains under the Tax Sale Arrears procedure.

Item No. 14 - All Risks, Liability, etc. - Municipal Non-Profit
(Hamilton) Housing Corporation

Additional project 1150 Limeridge Road East.

Item No. 17 - Property Damage - Canadian Football Hall of Fame & Museum

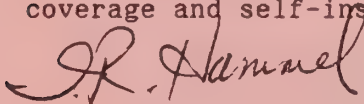
Coverage increase to replacement costs of busts.

Item No. 20 - H. E. C. F. I. - Directors and Officers' Liability

Change of insurer.

In summary, the revisions to the portfolio in the forms of revised coverage, increased deductibles and changes in carriers has resulted in a decrease in premium costs from 1990-1991 to 1991-1992 of \$78,086 or 9.22% as indicated on the schedule.

I have instructed the Treasury staff to continue to monitor the operations of the City, Local Boards, Companies and H. E. C. F. I. in conjunction with the insurance portfolio to provide the maximum protection through external insurance coverage and self-insurance at the most affordable cost.



cc: Mr. L. Sage
Chief Administrative Officer

Ms. Patrice Noé Johnson
City Solicitor

Mr. John Leuser
Director of Finance
and Administration
H. E. C. F. I.

Mr. W. Guise
Business Administrator
Hamilton Public Library

Mr. Peter Baker
General Manager
Parking Authority for
the City of Hamilton

Mr. James Pearson
Chairman
Insurance Advisory Committee

City of Hamilton
Treasury

Details of Insurance Portfolio
as of November 1, 1991

Item No. (1)	Type of Insurance (2)	1990-1991			1991-1992			Premium Increase or (Decrease)		Comments (11)
		Limit of Coverage (3)	Deductible (4)	Premium (5)	Limit of Coverage (6)	Deductible (7)	Premium (8)	\$ (9)	% (10)	
CITY OF HAMILTON										
1.	Municipal Liability									
	- Primary	3,000,000	2,000,000	25,768	4,000,000	3,000,000	14,268	(11,500)	-44.63%	Increased deductible from \$2,000,000 to \$3,000,000
	- Primary (one month extension)				3,000,000	2,000,000	2,189	2,189	100.00%	One month extension of 1990 policy
	- Elevator	250,000			250,000					
	- Excess	25,000,000		260,760	10,000,000		138,990	(121,770)	-46.70%	Decreased coverage by \$15,000,000
	- Excess (one month extension)	25,000,000			3,000,000	2,000,000	22,147	22,147	100.00%	One month extension of 1990 policy
2.	Auto Liability - Fleet	2,000,000	100,000	126,888	2,000,000	100,000	119,090	(7,798)	-6.15%	Reduced by 7 vehicles
	- Executive	2,000,000	100,000	6,048	2,000,000	100,000	10,785	4,737	78.32%	Additional 7 vehicles
	- Ahrens Pumper	2,000,000		359	2,000,000		359	0	0.00%	
	- Storage	600,000	10,000	1,650	4,000,000	50,000	8,800	7,150	433.33%	Increased coverage and blanket coverage in specific locations
3.	Crime - Employee Theft									
	- Premises	2,000,000	10,000	13,218	10,000,000	10,000	19,410	6,192	46.85%	Increased coverage
	- Transit	250,000	10,000		5,000,000	10,000				
	- Depositors Forgery	250,000	10,000		5,000,000	10,000				
	- Depositors Forgery	1,000,000	10,000							
4.	Liability - Use/operation of Non-owned Aircraft	2,000,000	Various	572	2,000,000	Various	572	0	0.00%	
5.	Sport Liability - User Groups	2,000,000	Various	7,314	2,000,000	Various	7,565	251	3.43%	
6.	Sport Accident - User Groups	Various	Various	2,438	Various	Various	2,389	(49)	-2.01%	

City of Hamilton
Treasury

Details of Insurance Portfolio
as of November 1, 1991

Item No. (1)	Type of Insurance (2)	1990-1991			1991-1992			Premium Increase or (Decrease)		Comments (11)
		Limit of Coverage (3)	Deductible (4)	Premium (5)	Limit of Coverage (6)	Deductible (7)	Premium (8)	\$ (9)	% (10)	
CITY OF HAMILTON - continued 2										
7.	Property - All Risk Buildings, Contents - Multi-Peril, Valuable Papers Signs; Fine Arts, Extra Expense - Fire, Recreation Centres - Balfour Building - Pedestrian Bridge (Property Damage) - Astroturf (Property Damage)	289,408,100 Various 9,699,052 426,444 1,232,780 1,000,000	50,000 Various 10,000 250 250 250	172,931 62,677 3,899 1,492 3,244 2,400	310,745,000 Various 9,699,052 452,031 1,306,747 1,400,000	50,000 Various 10,000 250 250 250	186,447 64,603 3,899 1,581 3,352 2,400	13,516 1,926 0 89 108 0	7.82% 3.07% 0.00% 5.97% 3.33% 0.00%	
8.	Builders Risk - Blanket for City	7,211,000		7,211			1,000	(6,211)	-86.13%	Final coverage for 1991 not established
9.	Boiler - All City buildings - Business Interruption - Extra Expense	15,000,000 3,000,000 200,000	10,000	22,211	15,000,000 3,000,000 200,000	10,000	23,082	871	3.92%	
10.	Registered Mail (\$10,000 per shipment per day)	10,000		100	10,000		100	0	0.00%	
11.	Tax Arrears Property - 179 Stirling St.	544,000	1,000	1,000	125,000	250	250	(750)	-75.00%	One property only
12.	Accidental Death and Dismemberment - Council Members, Department Heads	100,000	Various	2,247	100,000	Various	2,007	(240)	-10.68%	
TOTAL CITY OF HAMILTON				724,427			635,285	(89,142)	-12.31%	

City of Hamilton
Treasury

Details of Insurance Portfolio
as of November 1, 1991

Item No. (1)	Type of Insurance (2)	1990-1991			1991-1992			Premium Increase or (Decrease)		Comments (11)
		Limit of Coverage (3)	Deductible (4)	Premium (5)	Limit of Coverage (6)	Deductible (7)	Premium (8)	\$ (9)	% (10)	
LOCAL BOARDS AND COMPANIES (except H. E. C. F. I.)										
13.	Liability - Library - Directors and Officers'	1,000,000	Various	3,839	1,000,000	Various	3,996	157	4.09%	
14.	All Risks, Liability, Gross Rents - Municipal Non-Profit (Hamilton) Housing Corporation	Various	Various	80,148	Various	Various	88,779	8,631	10.77%	Additional projects
16.	Liability, Property Damage, Personal Injury - Tenants Legal Liability, Multi-media Liability Hamilton/Scourge Foundation - one month extension	Various	Various	4,103	Various 2,000,000	Various	4,103 194	0 194	0.00% 100.00%	One month extension of 1990 policy
17.	Property Damage - Canadian Football Hall of Fame & Museum (Building, Grey Cup, Busts, Sign	Various	Various	2,873	Various	Various	5,074	2,201	76.61%	Increased coverage to replacement costs 0
18.	Liability, Accident Benefits, Customers Autos - Hamilton Parking Authority	Various	Various	2,800	Various	Various	2,800	0	0.00%	
TOTAL LOCAL BOARDS AND COMPANIES				93,763			104,946	11,183	11.93%	

City of Hamilton
Treasury

Details of Insurance Portfolio
as of November 1, 1991

Item No. (1)	Type of Insurance (2)	1990-1991			1991-1992			Premium Increase or (Decrease)		Comments (11)
		Limit of Coverage (3)	Deductible (4)	Premium (5)	Limit of Coverage (6)	Deductible (7)	Premium (8)	\$ (9)	% (10)	
HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INCORPORATED										
19.	Liability - Primary - Primary (one month extension) - Elevator	3,000,000 250,000	2,000,000	11,259	4,000,000 3,000,000	3,000,000 2,000,000	11,259 1,189	0 1,189	0.00% 100.00%	One month extension of 1990 policy
20.	Liability - Directors and Officers'	2,000,000	10,000	6,833	2,000,000	10,000	5,325	(1,508)	-22.07%	Change in Insurer
21.	Boller - Copps Coliseum - Business Interruption - Extra Expense	15,000,000 3,000,000 200,000	10,000	6,726	15,000,000 3,000,000 250,000	10,000	6,726	0	0.00%	
	- Convention Centre - Business Interruption - Extra Expense	15,000,000 3,000,000 200,000	10,000	950	15,000,000	10,000	1,007	57	6.00%	
	- Hamilton Place - Business Interruption - Extra Expense	15,000,000 3,000,000 200,000	10,000	2,654	15,000,000	10,000	2,789	135	5.09%	
TOTAL H. E. C. F. I.				28,422			28,295	(127)	-0.45%	
TOTAL CITY OF HAMILTON, BOARDS, COMPANIES and H. E. C. F. I.				846,612			768,526	(78,086)	-9.22%	

CITY OF HAMILTON
- RECOMMENDATION -

E.(i)

DATE: 1991 December 4

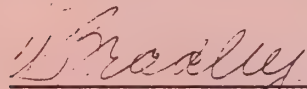
REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. T. Bradley
Manager of Purchasing

SUBJECT: PURCHASE OF THREE (3) 20 CU.YD. REFUSE
PACKERS, FLEET SERVICES

RECOMMENDATION:

That a purchase order be issued to Carter G.M. Trucks, Hamilton, in the amount of \$262,208.92 including all taxes, for the purchase of three (3) 20 cu.yd. refuse packers, being the lowest acceptable of five suppliers to bid, in accordance with specifications issued by the Manager of Purchasing and Vendor's tender, and that this expenditure be financed through Reserve for Replacement of Mobile Equipment Packers Account No. CH5X504 00101.



T. Bradley, Manager of Purchasing

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. T. Bradley
Manager of Purchasing

SUBJECT: PURCHASE OF THREE (3) 20 CU.YD. REFUSE
PACKERS, FLEET SERVICES

Page 2

BACKGROUND: Tender Analysis

Eastgate Ford, Hamilton	\$257,525.25 *
Eastgate Ford	258,008.25 *
Carter G.M.Trucks, Hamilton (Fanotech bodies)	261,659.21
Carter G.M. Trucks (1 Fanotech, 2 Universal bodies)	262,208.92
Carter G.M. Trucks (Universal bodies)	262,483.76
Sheehan Truck Centre, Stoney Creek	262,627.40
Eastgate Ford	264,597.75
Eastgate Ford	265,080.75
Altruck Transportation, Hamilton	271,980.75
Eastgate Ford	274,568.25
Eastgate Ford	280,605.75
Eastgate Ford	281,640.75
Carter G.M. Trucks	282,148.76
Sheehan Truck Centre	285,117.90
Altruck Transportation	294,309.15
Brant County Ford, Brantford	294,750.75
Carter G.M. Trucks	295,224.26
Eastgate Ford	295,958.25
Altruck Transportation	296,079.00
Altruck Transportation	299,225.40
Carter G.M. Trucks	300,261.26
Sheehan Truck Centre	300,507.90
Eastgate Ford	303,030.75

* The first and second low bidder do not meet specifications on chassis, and the bidder stated their chassis will be overloaded due to specifications and this could void warranty.

The third and fourth low bids from Carter G.M. both meet specification, with the same chassis and one with a new design body. It is recommended that one of these new body designs be purchased for comparison testing and evaluation in different sections of the City.

CITY OF HAMILTON
- RECOMMENDATION -

E.(ii)

DATE: 1991 December 11

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. T. Bradley
Manager of Purchasing

SUBJECT: LIGHTING MAINTENANCE, VARIOUS CIVIC
BUILDINGS

RECOMMENDATION:

That a purchase order be issued to MacIntyre Electric (1983) Limited, Hamilton, for lighting maintenance, various civic buildings, to November 30, 1994 being the lowest of three tenders received, in accordance with specifications issued by the Manager of Purchasing and Vendor's tender, and that this expenditure be financed through various approved accounts, as follows:

\$3,346 per month during	1992
3,451 per month during	1993
3,556 per month during	1994

GST is extra at 7%


T. Bradley, Manager of Purchasing

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:
N/A

BACKGROUND: Tender analysis

	<u>Per Month</u>		
	<u>1992</u>	<u>1993</u>	<u>1994</u>
MacIntyre Electric, Hamilton	\$3,346	\$3,451	\$3,556
Northshore Contracting, Hamilton	3,760	4,130	4,335 *
Merlo Electric, Hamilton	5,186	5,191	5,197

* Incomplete bid. GST is extra at 7%

E.(iii)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 December 11

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. T. Bradley
Manager of Purchasing

SUBJECT: ELECTRICAL MAINTENANCE, VARIOUS CIVIC
BUILDINGS

RECOMMENDATION:

That a purchase order be issued to Cipolla's Services Ltd., Burlington, for electrical maintenance, various civic buildings, to November 30, 1994 being the lowest of two tenders received, in accordance with specifications issued by the Manager of Purchasing and Vendor's tender, and that this expenditure be financed through various approved accounts, as follows:

\$3,990 per month during	1992
4,389 per month during	1993
4,828 per month during	1994

GST is extra at 7%



T. Bradley, Manager of Purchasing

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND: Tender analysis

	<u>1992</u>	<u>Per Month -</u> <u>1993</u>	<u>1994</u>
Cipolla's Services Ltd., Burlington	\$3,990	\$4,389	\$4,828
Rondar Inc., Hamilton	4,749	4,988	5,236

GST is extra at 7%

E.(iv)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 December 10

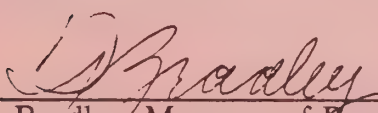
REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. T. Bradley
Manager of Purchasing

SUBJECT: EXTENSION OF AGREEMENTS

RECOMMENDATION:

- a) That the City exercise its option to extend the existing agreements, as follows:
- i) General Tire Canada, Hamilton, to supply and service tires to November 30, 1994, approved June 25, 1991 Report 12-91, Item 7;
 - ii) Shell Canada Inc., North York, to supply and deliver gasoline and diesel fuels to various locations to November 30, 1992, approved March 27, 1990 Report 9-90, Item 4.
- b) That these expenditures be financed through various approved accounts.



T. Bradley, Manager of Purchasing

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:
N/A

BACKGROUND:

E.(v)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 December 31

REPORT TO: Mr. J.D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. T. Bradley
Manager of Purchasing

SUBJECT: SUPPLY AND INSTALL NEW SPRINKLER SYSTEM
AT 125 BARTON STREET WEST

RECOMMENDATION:

THAT, a purchase order be issued to Bennett & Wright in the amount of \$226,940, including all taxes, being the lowest tender received, to supply and install a new sprinkler system at 125 Barton Street West, in accordance with specifications issued by the Manager of Purchasing and Vendor's tender, and this expenditure be financed through Sprinkler Replacement Account No. CF5255-319141001.


T. Bradley, Manager of Purchasing

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND: Tender Analysis

Bennett & Wright Limited, Kitchener	\$226,940
Troy Sprinkler Limited, Beamsville	\$244,914.33
Nicholls-Radtke Ltd., Hamilton	\$262,758
Grinnell Fire Protection Systems Company, Stoney Creek	\$263,073.42
Vipond Automatic Sprinkler Company Limited, Mississauga	\$268,562

F.(i)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 October 25

REPORT TO: J. D. Thompson, Secretary
Finance and Administration Committee

FROM: D. W. Vyce
Director of Property

SUBJECT: Lease Amending Agreement with Art Gallery of
Hamilton

RECOMMENDATION:

1. That The Corporation of the City of Hamilton enter into a Lease Amending Agreement incorporating the provisions set out in a Draft Agreement annexed hereto as Schedule "A" with the Art Gallery of Hamilton, which will provide for an equal cost sharing arrangement between the City and the Gallery with respect to the maintenance, major repair or capital replacement of passenger Elevator No. 2, which serves both Art Gallery and City facility patrons alike.
2. That the Mayor and City Clerk be authorized to execute the Lease Amending Agreement dated February 24, 1988.


D. W. Vyce

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

See above recommendation.

BACKGROUND:

A lease dated November 1, 1975 between the City and the Art Gallery of Hamilton covers the occupancy and development of City owned lands with the Hamilton Art Gallery along King Street West. The Agreement stipulates the Lessee shall keep the building in good order and condition, including the elevators.

In adopting Section 1 of the 4th Report of the Executive Committee, City Council on February 23, 1988, authorized staff to renegotiate the Lease Agreement with the Art Gallery to the extent that effective April 1, 1988, the Art Gallery will not solely be responsible for the maintenance of Passenger Elevation No. 2, but that the cost will be apportioned equally between the City and the Art Gallery in recognition that patrons to both the Art Gallery and the City's Parking Garage/Convention Centre/Theatre all benefit from its presence.

Mr. J. D. Thompson
1991 October 25
Page 2

The Law Department has now prepared an amendment to the original 1975 Lease Agreement which we are recommending be approved.

The City's share of the annual maintenance cost for 1991 was \$2,856.14.

Attachment

c.c. P. Noé Johnson, City Solicitor
Attention: E. Isajiw

E. C. Matthews, Treasurer

P. G. Baker, General Manager
Hamilton Parking Authority

(2719)

THIS AGREEMENT made as of the 24th day of February, 1988.

B E T W E E N:

THE CORPORATION OF THE CITY OF HAMILTON
(hereinafter called the "Lessor" of the First Part)

- and -

ART GALLERY OF HAMILTON
(hereinafter called the "Lessee" of the Second Part)

WHEREAS the Lessor and the Lessee entered into a Lease dated November 1, 1975 and due to expire on October 31, 2069 (hereinafter called the "Original Lease"); for the property described in Schedule "A" attached hereto;

AND WHEREAS the Original Lease was registered in the Registry Office for Wentworth as Instrument No. 43347 C.D. on March 25, 1977;

AND WHEREAS the description in the Original Lease was modified by an Agreement registered on June 5, 1987 as Instrument No. 413415 C.D.;

AND WHEREAS the parties are desirous of amending Section 6.03 of the Original Lease;

AND WHEREAS the Council of the City in adopting Item 1 of the Fourth Report of the Executive Committee on February 23, 1988, and in adopting Item _____ of the _____ Report of the _____ Committee, authorized this amending agreement to the Original Lease.

NOW THEREFORE THE PARTIES AGREE as follows:

1. The following paragraph is inserted in the Original Lease immediately after the existing paragraph 6.03.

Notwithstanding the above paragraph, the Lessor and Lessee agree that with respect to passenger Elevator No. 2 only, the Lessee and Lessor will from April 1, 1988, onward, apportion equally the maintenance and the replacement or extraordinary or major repair costs of passenger Elevator No. 2. The Lessee shall submit to the Lessor true copies of any invoice that the Lessee receives for work done after April 1, 1988, on passenger Elevator No. 2. After reviewing the submitted invoice, if the Lessor is satisfied that the invoice relates solely to work as noted above on passenger Elevator No. 2, it will reimburse the Lessee for one-half of the invoiced amount.

2. The Lease as amended, shall continue in full force for the remainder of its term.

3. This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESSETH WHEREOF the parties have hereunto caused to be affixed their respective corporate seals attested by the signatures of their respective proper officers duly authorized for such purpose.

ART GALLERY OF HAMILTON
Per:

JORDON LIVINGSTON - President

ROBERT SWAIN - Director

THE CORPORATION OF THE CITY OF HAMILTON
Per:

ROBERT M. MORROW - Mayor

K. E. AVERY - City Clerk

F.(ii)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 November 8

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. D. W. Vyce
Director of Property

SUBJECT: Lease Renewal for Various City Properties
Occupied by the Region

RECOMMENDATION:

- a) That the City of Hamilton renew the Master Lease with The Regional Municipality of Hamilton-Wentworth for a period of three (3) years commencing December 1, 1991 and terminating November 30, 1994.
- b) That the City of Hamilton renew the lease with the Hamilton-Wentworth Regional Health Unit at the Composite Building - Kenilworth Avenue North and 777 Upper Wentworth Street and the Social Services Department at 74 Hughson Street South for a period of three (3) years commencing December 1, 1991 and terminating November 30, 1994. The three (3) year term is only for the establishment of the rent. It is most likely that the Region will be vacating these buildings in 1992 or early 1993.
- c) That the Mayor and City Clerk execute a lease document satisfactory to the City Solicitor.
- d) That lease renewals for Item a) and b) above to be based on the following Rent Schedules:

RENT COMPUTATIONS

CITY HALL

<u>PLANNING DEPARTMENT</u>	<u>TOTAL</u>
(i) December 1, 1991 to November 30, 1994	
7th Floor - West Wing - 6,171 square feet	\$ 88,245.30
6,171 sq. ft. @ \$14.30 per sq. ft. per annum	per annum

ENGINEERING DEPARTMENT

(i)	December 1, 1991 to November 30, 1994	
	7th Floor - East Wing - 2,858 square feet	\$ 40,869.40
	2,858 sq. ft. @ \$14.30 per sq. ft. per annum	per annum
(ii)	6th Floor - Full Floor - 9,029 square feet	\$129,114.70
	9,029 sq. ft. @ \$14.30 per sq. ft. per annum	per annum
(iii)	5th Floor - East Wing - 2,933 square feet	\$ 41,941.90
	2,933 sq. ft. @ \$14.30 per sq. ft. per annum	per annum
(iv)	Basement Vault - Jointly by City and Region	
	800 square feet	\$ 4,400.00
	800 sq. ft. @ \$5.50 per sq. ft. per annum	<u>per annum</u>
Total Engineering Department.....		<u>\$216,326.00</u>
Total Rental Space in City Hall.....		<u>\$304,571.30</u>

KENILWORTH AVENUE NORTH COMPOSITE BUILDING

REGIONAL POLICE DEPARTMENT

TOTAL

(i)	December 1, 1991 to November 30, 1994	
	First Floor - 4,393 square feet	\$33,826.10
	4,393 sq. ft. @ \$7.70 per sq. ft. per annum	per annum
(ii)	Second Floor - 3,062 square feet	\$21,893.30
	3,062 sq. ft. @ \$7.15 per sq. ft. per annum	per annum
(iii)	Basement - 1,125 square feet	\$ 2,531.25
	1,125 sq. ft. @ \$2.25 per sq. ft. per annum	per annum
(iv)	Garages - 1,239 square feet	\$ 2,044.35
	1,239 sq. ft. @ \$1.65 per sq. ft. per annum	<u>per annum</u>
Total Regional Police Department.....		<u>\$60,295.00</u>

CITY LEASE TO HAMILTON-WENTWORTH REGIONAL HEALTH UNIT AND SOCIAL SERVICES

74 Hughson Street South
15 Hunter Street East
Kenilworth Avenue North Composite Building
Upper Wentworth Composite Building - 777 Upper Wentworth Street

HEALTH DEPARTMENT

TOTAL

(i)	December 1, 1991 to November 30, 1994 <u>Kenilworth Avenue North - First Floor</u> 1,484 sq. ft. @ \$7.15 per sq. ft. per annum	\$ 10,610.60 per annum
(ii)	<u>Upper Wentworth Composite Building</u> 6,200 sq. ft. @ \$8.80 per sq. ft. per annum	\$ 54,560.00 per annum
TOTAL:		<u>\$ 65,170.60</u>

SOCIAL SERVICES

(i)	<u>74 Hughson Street South - First Floor</u> 5,032.75 sq. ft. @ \$12.65 per sq. ft. per annum	\$ 63,664.28 per annum
(ii)	<u>15 Hunter Street East - Second & Third Floor</u> 13,622 sq. ft. @ \$10.45 per sq. ft. per annum	\$142,349.90 per annum
TOTAL:		<u>\$206,014.18</u>

Note: It is expected the Region may vacate their space at the Hughson Street, Kenilworth Avenue and Upper Wentworth Street locations in 1992 or early 1993.

In addition to rent paid by the Region and the Board of Health, they are both responsible for their proportionate share of the increase in operating costs over the Base Year of 1990.

All amounts payable shall be deemed to be additional rent.


D. W. Vyce

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: N/A

BACKGROUND:

In adopting Item #11 of the 1st Report of the Finance Committee, City Council on December 14, 1981, approved the lease renewal with the Region for the space they occupy in City owned buildings.

The lease was for a three (3) year term commencing December 1, 1982 and terminating November 30, 1985.

In adopting Item 25, City Council in 1986 renewed the lease for the additional three (3) years (December 1, 1986 to November 30, 1988).

In adopting Item 3, City Council, 1988, renewed the said lease for an additional three (3) years (December 1, 1988 to November 30, 1991).

This department commenced negotiations with the Regional Finance Department. The rates reflected in the recommendations are an increase of 10% over the previous term and are fair and equitable. The rental rates do not include realty taxes as these properties are exempt from taxes.

The Regional Finance Department requested a phase in of the 10% increase due to their anticipated budget problems in 1992. This request was discussed with Mr. Matthews and it is both our opinions that a reduction or phase in of the 10% rent increase could not be supported as the increase represents a 3.3% average increase per year over the past three (3) year term and, as a result, is more than fair.

c.c. Mr. Lou Sage, Chief Administrative Officer
Mr. W. M. Carson, Chief Administrative Officer
Mr. E. C. Matthews, Treasurer
Mr. G. W. Lawson, Treasurer and Commissioner of Finance
Mr. L. Dale Turvey, Commissioner of Transportation and
Environmental Services
Attention: Mike Spenser
Dr. Fran Scott, Medical Officer of Health
Attention: Dan McInniss
Mrs. P. Noé Johnson, City Solicitor

F.(iii)

CITY OF HAMILTON
- RECOMMENDATION -

DEC 10 1991

DATE: 1991 December 9

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

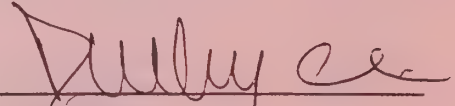
FROM: Mr. D. W. Vyce
Director of Property

SUBJECT: Sale of Property at 1100 Limeridge Road East
to the Municipal Non-Profit (Hamilton) Housing Corporation

RECOMMENDATION:

- a) That an Offer to Purchase executed by officials of the Municipal Non-Profit (Hamilton) Housing Corporation on December 6, 1991, and scheduled for closing on or before May 14, 1992, for the purchase of lands known municipally as 1100 Limeridge Road East, be approved and completed. The subject property has a frontage along the southerly limit of Limeridge Road East of 132.339 metres (434.18 feet) by a depth of 88.32 metres/96.88 metres (289.79 feet/317.87 feet) containing 12,058.3 square metres (2.98 acres), shown as Parts 1 and 4 on Plan 62R-9176. Subject parcel forms part of the property known as 1100 Limeridge Road East. The purchase price of \$570,000.00 be credited to Account Number CH 4X501 00102 (Reserve for Property Purchases).
- b) That this Offer to Purchase is conditional on:
 - (i) The City entering into an Easement Agreement with the Region in a form satisfactory to the City and the Region for landscaping purposes through a portion of the property being sold described as Part 4 on Plan 62R-9176.
 - (ii) The registration of the said Easement Agreement on title, and

- (iii) The City's deed to the Purchaser being expressly subject to the registered easement.


D. W. Vyce

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

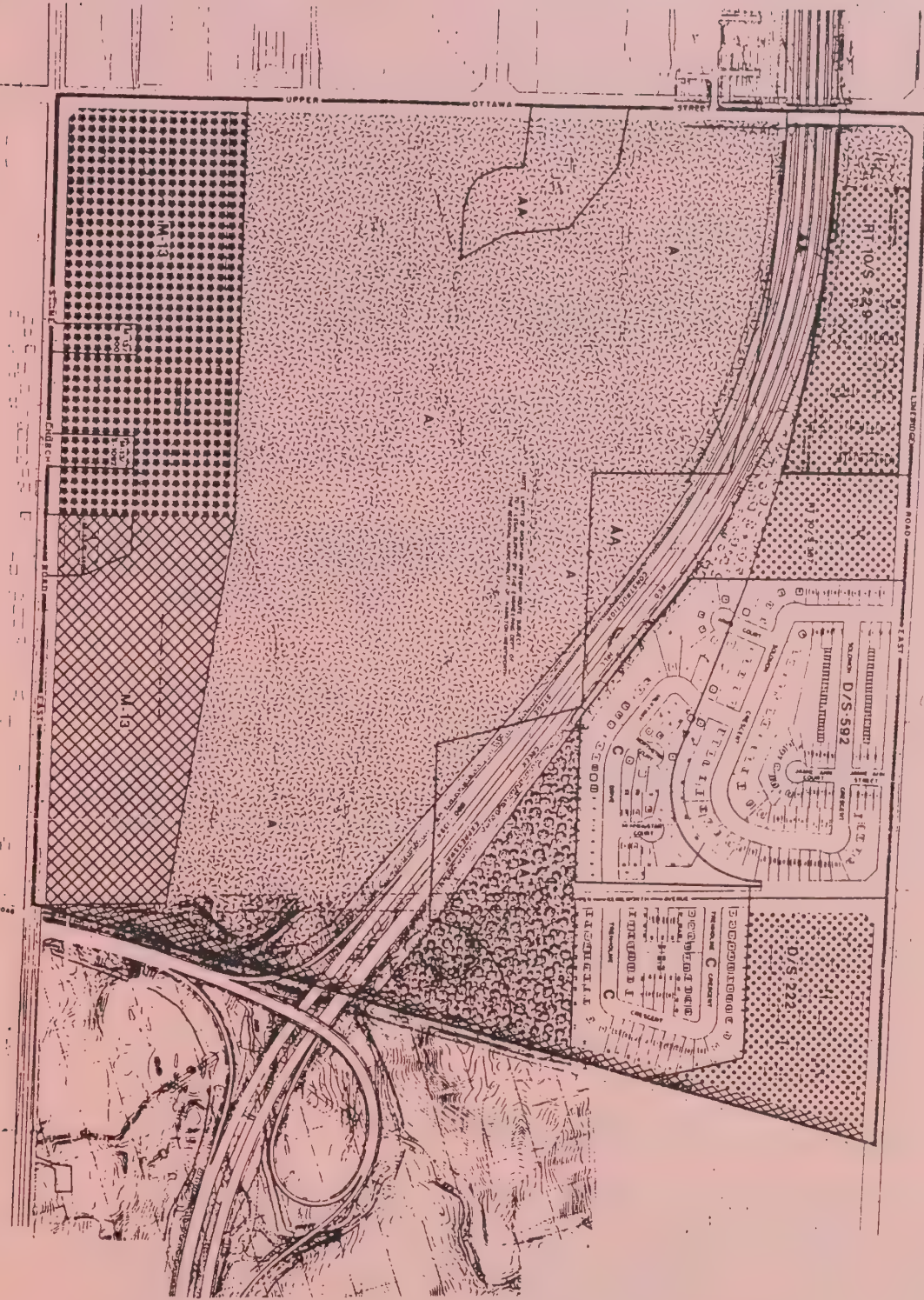
See above recommendation.

BACKGROUND:

On June 25, 1991, City Council approved Item 40 of the 12th Report of the Finance and Administration Committee authorizing the Planning and Development Committee to initiate a downzoning of this parcel to permit the development of a 57 unit Senior Citizen's Apartment Building. We attach hereto an Offer to Purchase from the Municipal Non-Profit (Hamilton) Housing Corporation in accordance with this recommendation, for consideration.

Attach.

c.c. Mrs. P. Noé Johnson, City Solicitor
Mr. E. C. Matthews, Treasurer
Mr. M. Mascarenhas, General Manager,
Municipal Non-Profit (Hamilton) Housing Corporation
Ms. L. MacNeil, Property Clerk, Surveys



Note: This is a GUIDE PLAN only and is subject to change. For details contact the local planning division of the Regional Municipality of Hamilton-Wentworth.

EXISTING POPULATION (1986) 1096

LAND USE

RESIDENTIAL

- single and double attached housing
- low density apartments
- medium density apartments
- high density apartments
- commercial and apartments

- COMMERCIAL
- INDUSTRIAL (LIGHT)
- CIVIC & INSTITUTIONAL
- PARK & RECREATIONAL
- OPEN SPACE
- UTILITIES
- MULTICENTRE

Neighbourhood Boundary
Zoning Boundary

Planning Commission: July 12, 1989 Council: July 26, 1989
LAND USE (CITY OF HAMILTON) (OR NOT) WILL CORRECT EXISTING APPROVED BY
Planning Board: OCTOBER 26, 1991 Council: NOV 26, 1991
Latest Revision Date: October 1, 1989

CITY OF HAMILTON

TRENHOLME APPROVED PLAN



OFFER TO PURCHASE

I/We **MUNICIPAL NON-PROFIT (HAMILTON) HOUSING CORPORATION** the City of Hamilton in the Regional Municipality of Hamilton-Wentworth hereinafter called the Purchaser, hereby agree to and with **THE CORPORATION OF THE CITY OF HAMILTON**,

hereinafter called the Vendor,

to purchase all and singular that certain parcel or tract of land and premises situate in the City of Hamilton in the Regional Municipality of Hamilton-Wentworth and being composed of part of Lot 4, Concession 7, in the Geographic Township of Barton, now in the City of Hamilton, having a frontage along the southerly limit of Limeridge Road East of 132.339 metres (434.18 feet), by a depth of 88.328 metres/96.888 metres (289.79 feet/317.87 feet), containing 12,058.3 square metres (2.98 acres), shown as Parts 1 and 4 on attached copy of Plan 62R-9176 Surveys. Subject parcel forms part of the property known as 1100 Limeridge Road East.

at the price of **FIVE HUNDRED AND SEVENTY THOUSAND-----DOLLARS (\$570,000.00)** of lawful money of Canada, payable as follows:-

- (a) The balance of the purchase price namely **FIVE HUNDRED AND SEVENTY THOUSAND-----DOLLARS (\$570,000.00)** with interest as hereinafter provided, and subject to adjustments, by certified cheque on the closing of this transaction.

Provided that this Offer to Purchase is subject to the following conditions:-

1. This Offer shall be irrevocable by the Purchaser and may be accepted by the Vendor up to but not after the 21st day of January 1992, by a letter mailed or delivered to the Purchaser at c/o Kingsmill, Ross & McBride, Barristers & Solicitors, P.O. Box 907, 1 King Street West, Hamilton, Ontario, L8N 3P6 Attention: Mr. Paul Paradis.
2. In the event that this Offer is not accepted, this Offer and everything herein contained shall be null and void and no longer binding upon any of the parties hereto and the deposit shall be returned by the Vendor without interest and the Vendor shall not be liable for any damages or costs.
3. In the event of and upon the acceptance of this Offer, this Offer and the letter of acceptance shall be a binding contract of purchase and sale and shall be completed in accordance with the terms hereof.
4. The title is good and free from all encumbrance, except as to any registered restrictions or covenants.
5. The Purchaser is not to call for the production of any title deeds, abstract or evidence of title except such as are in the possession of the Vendor.
6. The Purchaser is to be allowed thirty days from the date of acceptance of such Offer to examine the title at his own expense. If within that time any valid objection to title is made in writing to the Vendor, or its Solicitor, which the Vendor shall be unable or unwilling to remove and which the Purchaser will not waive, the contract arising out of the acceptance of this Offer shall, notwithstanding any intermediate acts or negotiations in respect of such objections, be null and void and all monies shall be returned by the Vendor without interest and it shall not be liable for any damages or costs. Save as to any valid objection so made within such time the Purchaser shall be conclusively deemed to have accepted the title of the Vendor to the real property.
7. This transaction shall be closed on or before the 14th day of May 1992 in accordance with Schedule "A" which forms a part of this agreement.
8. On the closing of this transaction, the Vendor will convey the said lands to the Purchaser by a good and sufficient deed thereof in fee simple, free and clear of dower rights and all encumbrances, except as to any registered restrictions or covenants, and shall deliver vacant possession of the said lands to the Purchaser free of all tenancies.

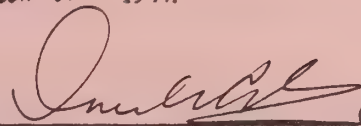


9. The Purchaser shall assume taxes, local improvements, water and sewer rates from the date set out in paragraph 7 hereof.
10. Pending completion of this transaction, the Vendor will hold all fire insurance policies and the proceeds thereof in trust for the parties hereto as their interests may appear and in the event of damage to the said premises the Purchaser may either take the proceeds of the insurance, if any, and complete the purchase or may cancel this Offer whether accepted or not and have all monies theretofore paid returned without interest.
11. The deed or transfer is to be prepared at the expense of the Vendor. If the Vendor is a Trustee the deed or transfer is to contain trustee covenants only.
12. This agreement and its acceptance is to be read with all changes of gender or number required by the context.
13. In the event of failure of the Purchaser to complete this transaction by the date set out in paragraph 7 hereof, the deposit shall be forfeited to the Vendor as liquidated damages, in addition to any other right or remedy to which the Vendor may be entitled hereunder.
14. Any tender of documents or money may be made upon the parties hereto or their solicitors or agents and shall be either by cash or certified cheque or in the case of payment by the City, by means of the City's uncertified cheque.
15. Part 4 on Plan 62R-9176 is subject to an easement in favour of the Region for landscaping purposes.
16. Schedule "A" and "B" also form part of this agreement.

Time shall be of the essence of this Agreement, which shall enure to the benefit of and be binding upon the Purchaser, his heirs, executors, administrators, successors and assigns, and shall enure to the benefit of and be binding upon the Vendor, its successors and assigns.

DATED at *Hamilton* this *6th* day of *December* 1991.

SIGNED, SEALED AND DELIVERED

in the presence of

)  (Seal)
)  (Seal)
)  (Seal)

Name of Purchaser's Solicitor

Kingsmill, Ross & McBride Attention: Mr. Paul Paradis

Address of Purchaser's Solicitor

P.O. Box 907, 1 King Street West
Hamilton, Ontario, L8N 3P6

5/5/88

It is understood and agreed that:

1. The closing of the sale of this property is conditional upon:
the Purchaser obtaining at its own expense a rezoning of the herein described
lands to allow for the erection and use of the property for apartment purposes.

If the said rezoning, being the passing of the by-law by the O.M.B., is not obtained on
or before May 14, 1992 this Offer shall become null and void and no longer binding
upon any of the parties hereto.

It is also understood and agreed that, by the acceptance of the Offer, the Purchaser
will receive the owner's authorization and consent to make all necessary applications
for rezoning in accordance with the first paragraph of this Schedule.

2. The Purchaser acknowledges to the Vendor that the Purchaser realizes that in
addition to the sale price payable in this Offer to Purchase there may be municipal,
regional, governmental or provincial charges, fees, levies and rates to be paid by the
Purchaser; in particular, without limiting the generality of the foregoing, the Purchaser
realizes that he may also be required:

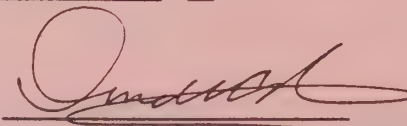
- (a) to pay municipal, realty and business taxes;
- (b) to pay City Local Improvement Charges for City services such as streets,
sidewalks and curbs;
- (c) to pay Regional Local Improvement Charges for Regional services such as water
supply, storm sewers and sanitary sewers;
- (d) to pay Regional Special Charge (sewer impost fee) upon application for a
building permit;
- (e) to pay building permit application fee and all Municipal lot levies;
- (f) to pay for storm and sanitary sewers, water lines, their connections and laterals
under the street and under the Purchaser's property;
- (g) to pay for the connection of all utilities to the premises;
- (h) to prepare and obtain approval of site plans pursuant to The Planning Act prior
to the issuance of a building permit and to enter into a site plan agreement if
requested by the municipality.
- (i) to pay 5% cash payment or convey 5% of the land to the municipality for park
purposes as a condition of development or redevelopment of the land for
residential purposes.

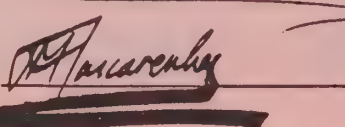
3. The approval of the Minister of Housing, is to be obtained on or before May 14, 1992.
In the event that the said approval of the Minister of Housing is not obtained on or
before May 14, 1992, this Offer to Purchase shall become null and void and the
Purchaser's deposit shall be returned forthwith to the Purchaser in full without interest
or penalty.

4. The closing of the sale of this property is conditional upon:
 - (a) The City entering into an Easement Agreement with the Region in a form
satisfactory to the City and the Region for landscaping purposes through a
portion of the property being sold described as Part 4 on Plan 62R-9176.
 - (b) The registration of the said Easement Agreement on title, and
 - (c) The City's deed to the purchaser being expressly subject to the registered
easement.

Dated at Hamilton this 6th day of December 1991

WITNESS:



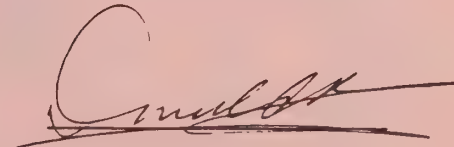
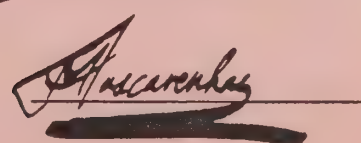


SCHEDULE "B"

1. THE FOLLOWING CONDITIONS are inserted for the benefit of the Purchaser and the Purchaser shall be allowed until the date of closing to satisfy itself that these conditions may be fulfilled, failing which this Offer to Purchase shall be null and void. Any of the conditions may be waived by the Purchaser without the concurrence of the Vendor:
- A. This Offer is conditional upon the Purchaser and/or its agents and consultants obtaining a soils test which is satisfactory to the Purchaser, and which shall indicate that the soil is not encumbered with debris or other non-load bearing loose-fill material; that the soil is of such quality that it is economically feasible to excavate the foundation for the proposed construction by the Purchaser; that the property is free of environmentally dangerous material and that the intended use of the property by the Purchaser and any construction upon the property could proceed without risk of environmental harm or without the requirement of environmental treatment of the site.
- B. This Offer is further conditional upon the Purchaser obtaining a satisfactory report as to the environmental condition of the property including any environmental matters which might impact upon the subject property either now, or in the future as a result of or due to the environmental condition of adjoining or surrounding lands. The Vendor shall permit the Purchaser and its authorized agents and consultants reasonable access to the property for the purposes of making the aforesaid physical inspections and for the purposes of making soils, ground-water, environmental and other tests, measurements or surveys in, on or below the property provided that the Purchaser shall do so at its own expense and at its own risk and shall not interfere with the operation of the Vendor at the property and shall return the property to the state in which it was before the commencement of such action. No action taken by the Purchaser herein shall constitute a trespass or a taking of possession.

DATED at Hamilton this 6th day of December 19 91

WITNESS:

REGIONAL MUNICIPALITY OF
MILTON - WENTWORTH

SCALE 1:1000

0 0 20 50

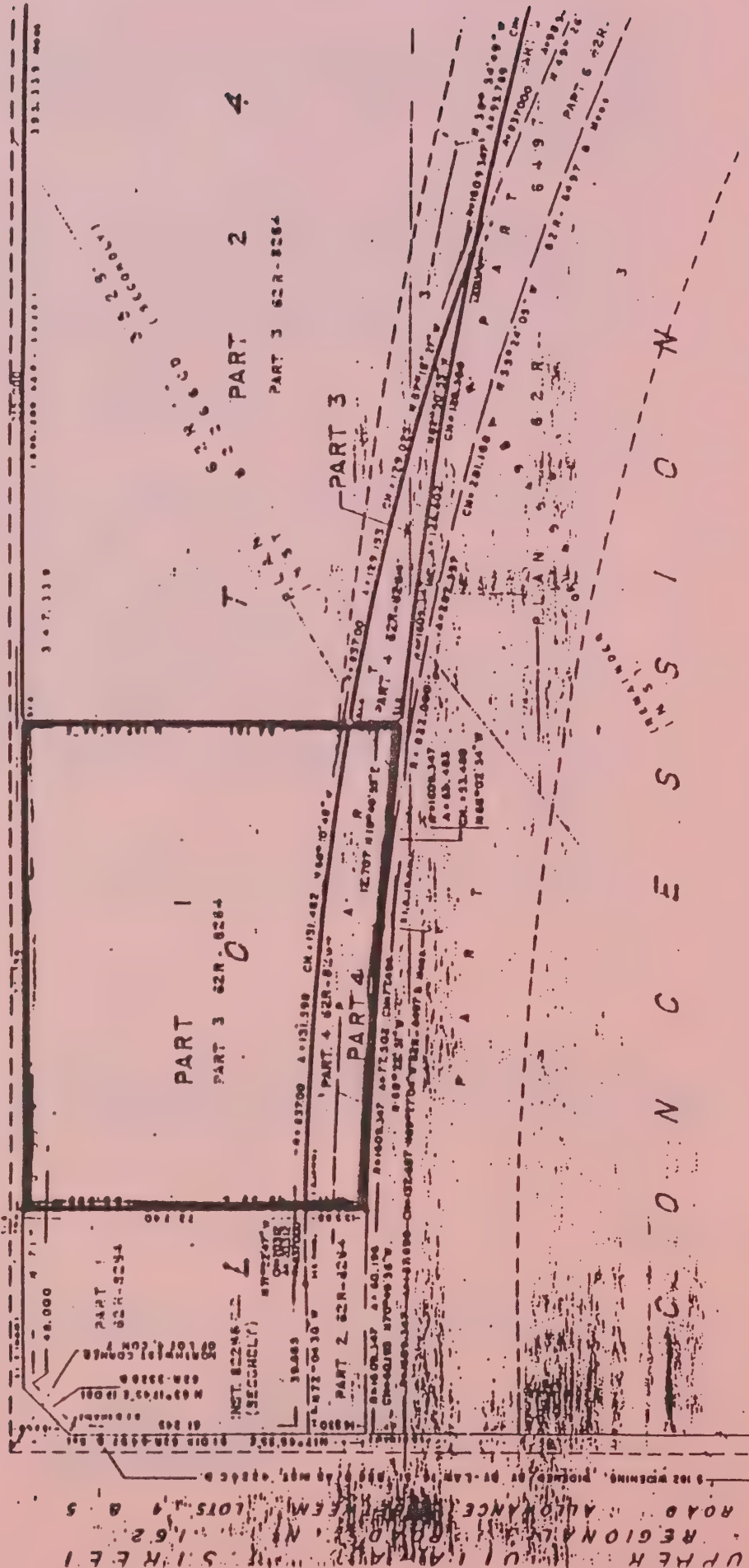
A. CHIOLEY, O.L.S.

87

62R-9176

LIMERIDGE ROAD ALLOWANCE BETWEEN CONCESSIONS

PART 1, PLAN 82R-3528, WRITTEN BY BY-LAW NO 70-63, REGISTERED AS INST. 82272 C.B.



CITY OF HAMILTON
- RECOMMENDATION -

F. (iv)

DATE: 1991 December 9

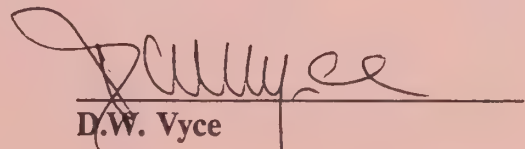
REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. D. W. Vyce
Director of Property

SUBJECT: Sale of Easement to the Regional Municipality of
Hamilton-Wentworth - East Side of Upper Ottawa Street,
South of Limeridge

RECOMMENDATION:

That an Offer to Purchase (Easement) Agreement executed by Regional officials on November 13, 1991 and scheduled for closing on or before March 23, 1992 for the purchase by the Region of an easement for the construction and maintenance of a watermain along the easterly limit of Upper Ottawa Street, south of Limeridge (No. 5 Fire Hall), required in conjunction with the Red Hill Creek Expressway, be approved and completed. Subject parcel is shown as Parts 1 and 2 on Plan 62R-11676 containing .057 hectare (0.148 acre). The purchase price of \$ 30,600.00 be credited to Account Number CH 4X999 00102 (Reserve for Property Purchases - Other Revenue).


D.W. Vyce

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

See above recommendation.

09 December 1991

Finance and Administration Committee

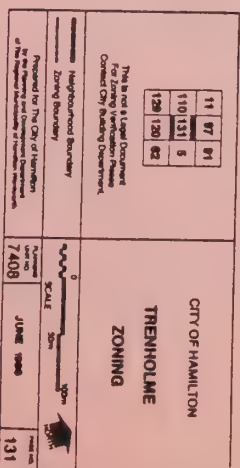
Page 2

BACKGROUND:

On July 30, 1991, City Council approved Item 18 of the 15th Report of the Finance and Administration Committee authorizing the Region to enter subject lands for the construction of a detour and watermain in conjunction with the Freeway. This transaction will formalize the use of these City lands for watermain purposes.

c.c. Mrs. P. Noé Johnson, City Solicitor
Mr. E. C. Matthews, Treasurer
Mr. R. Roszell, Commissioner of Legal Services and Corporate Counsel
Attention: Ms. Helen Psarakis
Mr. G. W. Lawson, Treasurer and Commissioner of Finance
Ms. L. MacNeil, Property Clerk, Surveys
Chief G. Baker, Fire Chief

(1.3.4(a) - 4509)



(EASEMENT)

1. This Offer shall be irrevocable by the Purchaser and may be accepted by the Vendor up to but not after the 21st day of January 1992, by a letter mailed or delivered to the Purchaser at the above address.
2. In the event that this Offer is not accepted, this offer and everything herein contained shall be null and void and no longer binding upon any of the parties hereto and the deposit shall be returned by the Vendor without interest and the Vendor shall not be liable for any damages or costs.
3. In the event of and upon the acceptance of this Offer, this Offer and the letter of acceptance shall be a binding contract of purchase and sale and shall be completed in accordance with the terms hereof.
4. The title is good and free from all encumbrance, except as to any registered restrictions or covenants.
5. The Purchaser is not to call for the production of any title deeds, abstract or evidence of title except such as are in the possession of the Vendor.
6. The Purchaser is to be allowed until the date of December 16, 1991, to examine the title at his own expense. If within that time any valid objection to title is made in writing to the Vendor, or its Solicitor, which the Vendor shall be unable or unwilling to remove and which the Purchaser will not waive, the contract arising out of the acceptance of this Offer shall, notwithstanding any intermediate acts or negotiations in respect of such objections, be null and void and all monies shall be returned by the Vendor without interest and it shall not be liable for any damages or costs. Save as to any valid objection so made within such time the Purchaser shall be conclusively deemed to have accepted the title of the Vendor to the real property.
7. This transaction shall be closed on or before the 23rd day of March, 1992.

8. On the closing of this transaction, the Vendor will convey the said easement to the Purchaser by a good and sufficient grant thereof, free and clear of all encumbrances, except as to any registered restrictions or covenants, and shall deliver vacant possession of the said easement to the Purchaser.
9. This agreement and its acceptance is to be read with all changes of gender or number required by the context.
10. In the event of failure of the Purchaser to complete this transaction by the date set out in paragraph 7 hereof, the deposit shall be forfeited to the Vendor as liquidated damages, in addition to any other right or remedy to which the Vendor may be entitled hereunder.
11. Any tender of documents or money may be made upon the parties hereto or their solicitors or agents and shall be either by cash or certified cheque or in the case of payment by the City, by means of the City's uncertified cheque.
12. It is understood and agreed that if the said land is within a redevelopment area, the closing of this transaction is conditional upon the approval of the Minister of Municipal Affairs and Housing under the Planning Act. It is also understood and agreed that if the said land is within an urban renewal area, the closing of this transaction is conditional upon the approval of Canada Mortgage and Housing Corporation.
13. It is understood and agreed that the Transferor shall reserve unto itself, its heirs, successors, and assigns the irrevocable right to grant such further and other easements as from time to time the Transferor sees fit.

Time shall be of the essence of this Agreement, which shall enure to the benefit of and be binding upon the Purchaser, his heirs, executors, administrators, successors and assigns, and shall enure to the benefit of and be binding upon the Vendor, its successors and assigns.

DATED at *the City of Hamilton* this *13th* day of *November* 19*91*.

SIGNED, SEALED AND DELIVERED) THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

in the presence of

)  (Seal)

) CHAIRMAN

Approved
as to form

)  (Seal)

) REGIONAL CLERK

Legal
Services

)  (Seal)

) COMMISSIONER OF FINANCE

In Witness Whereof, THE CORPORATION OF THE CITY OF HAMILTON hereby accepts the said Offer to Purchase this day of 1991.

COPIES OF THE CLERK
APPROVED BY COUNCIL

MAYOR

DATE *November 5/91*
REPORT *12-4/1* ITEM # *3 FSC*

INTL *22* YEAR/FILE *91-527*

CITY CLERK

F.(v)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 December 12

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. D. W. Vyce
Director of Property

SUBJECT: Sale of Part of 1410 Limeridge Road East
to The Regional Municipality of Hamilton-Wentworth

RECOMMENDATION:

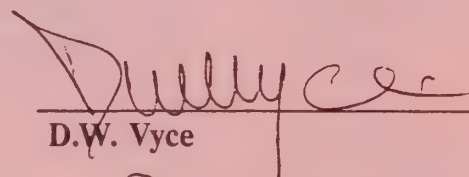
- a) That an Offer to Purchase executed by Regional officials on November 13, 1991 and scheduled for closing on or before March 23, 1992, for the purchase by the Region of part of the property at 1410 Limeridge Road East required for the Red Hill Creek Expressway be approved and completed. Subject parcel is shown as Part 13 on Plan 62R-11426, containing 10,410.1 square metres (2.57 acres). The purchase price of \$12,850.00 be credited to Account Number CH 4X501 00201 (Reserve for Acquisition of Park Lands - Sales).
- b) That the Region covenants and agrees that the Transfer/Deed of the lands described in Box 5 of the subject Transfer/Deed from the City to the Region shall be executed by the Region and shall contain the following provisions:
 - i) The Regional Municipality of Hamilton-Wentworth shall use the lands described in Box 5 of this Transfer/Deed only for the Red Hill Creek Expressway and related or ancillary uses as approved by Council of The Regional Municipality of Hamilton-Wentworth and for no other purpose unless with the express written consent of The Corporation of the City of Hamilton.

12 December 1991

Finance and Administration Committee

Page 2

- ii) The Regional Municipality of Hamilton-Wentworth covenants and agrees that if The Regional Municipality of Hamilton-Wentworth resolves to dispose of some or all of the lands described in Box 5 of this Transfer/Deed, The Regional Municipality of Hamilton-Wentworth first shall offer the lands to be disposed of to The Corporation of the City of Hamilton at or for the price (or a proportionate amount of the price in the event of the disposition of only some of the said lands) set out in this Transfer/Deed. The benefit of this covenant and agreement is not assignable by The Corporation of the City of Hamilton.
- c) That the Mayor and City Clerk be authorized to execute the required documentation.


D.W. Vyce

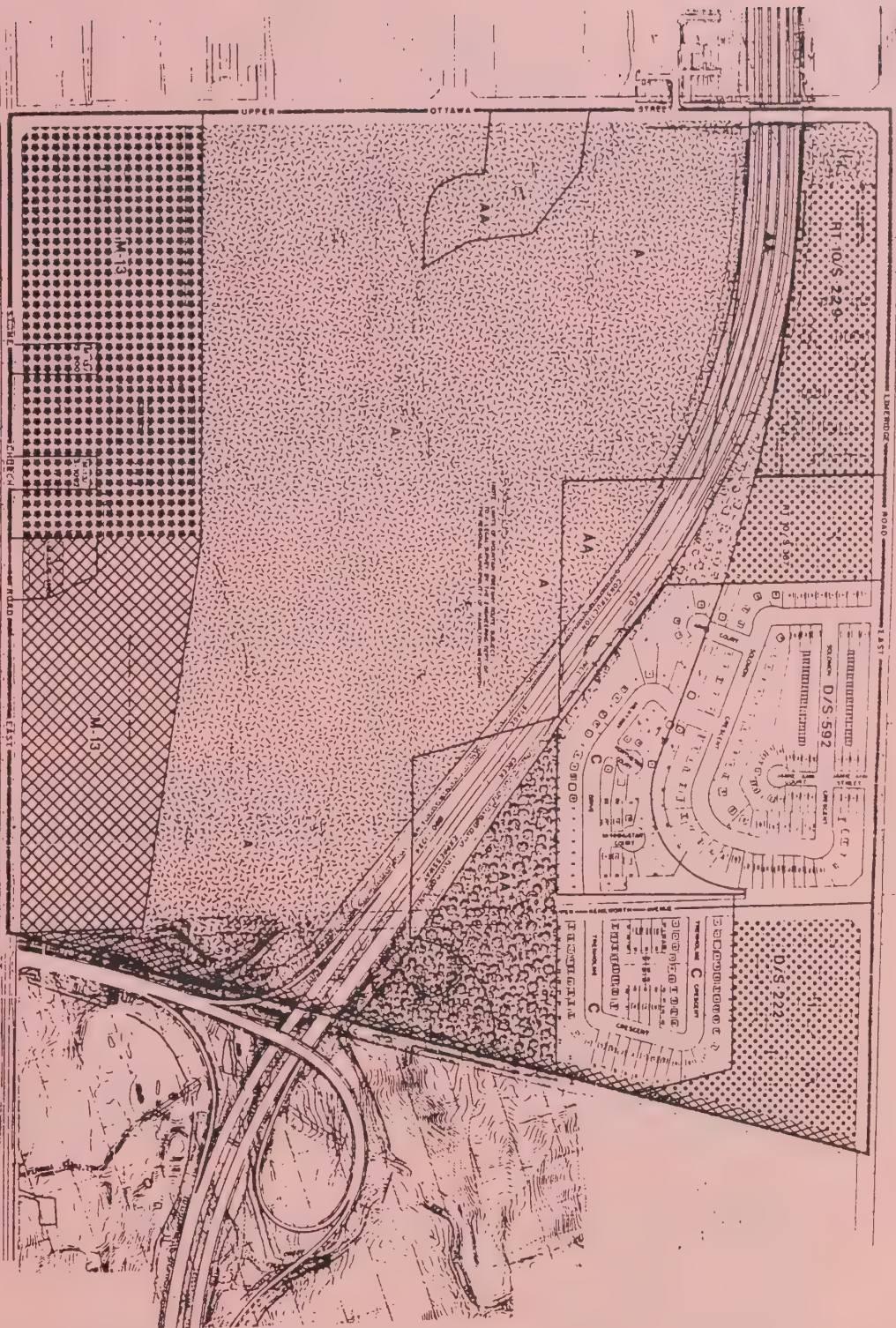
FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

See above recommendation.

BACKGROUND:

Subject parcel is required for the Red Hill Creek Expressway. The purchase price is based on a rate of \$5,000.00 per acre, comprising sloping valley land.

- c.c. Mrs. P. Noé Johnson, City Solicitor
Mr. E. C. Matthews, Treasurer
Mr. R. Roszell, Commissioner of Legal Services
and Corporate Counsel
Attention: Ms. Helen Psarakis
Mr. G. W. Lawson, Treasurer and Commissioner of Finance
Ms. L. MacNeil, Property Clerk, Surveys
Mr. J. G. Pavelka, P.Eng., Director of Public Works
Attention: Mr. R. Chrystian, Manager of Parks
Mr. L. Dale Turvey, Commissioner of Transportation
and Environmental Services
Attention: Mr. John van der Mark



Note: This is a GUIDE PLAN only and is subject to change. For details contact the local planning division of the Regional Municipality of Hamilton-Wentworth.

EXISTING POPULATION (1986) 1095

LAND USE

RESIDENTIAL

- single and double attached housing
- low density apartments
- medium density apartments
- high density apartments
- commercial and apartments

COMMERCIAL

- INDUSTRIAL (LIGHT)
- CIVIC & INSTITUTIONAL
- PARK & RECREATIONAL
- OPEN SPACE
- UTILITIES
- MULTICENTRE

Neighbourhood Boundary
Zoning Boundary

Planning Commission: AHS 13, 1986
City Council: JAN 26, 1989
Lands Use Board of Control: JAN 27 AND MAY 1989
Planning Board: OCTOBER 20, 1991
City Council: MAY 26, 1993
Lands Use Board: MAY 1, 1993

CITY OF HAMILTON
Planning Department

TRENCHOLME
APPROVED PLAN



OFFER TO PURCHASE

I/We The Regional Municipality of Hamilton-Wentworth
c/o Mr. R. Roszell, of the City of Hamilton
Commissioner of Legal Services and Corporate Counsel
1 James Street South, 8th Floor, Hamilton, Ontario L8P 4R5

in the Regional Municipality of Hamilton-Wentworth hereinafter called the Purchaser,
hereby agree to and with THE CORPORATION OF THE CITY OF HAMILTON,

hereinafter called the Vendor,

to purchase all and singular that certain parcel or tract of land and premises situate in the City of Hamilton in the Regional Municipality of Hamilton-Wentworth and being composed of Part of Lot 2, Concession 7, in the Geographic Township of Barton, shown as Part 13 on Plan 62R-11426, containing 10,410.1 square metres (2.57 acres). Subject parcel forms part of the property known as 1410 Limeridge Road East.

at the price of Twelve Thousand, Eight Hundred and Fifty-----
-----DOLLARS (\$12,850.00) of lawful money of
Canada, payable as follows:-

- (a) A deposit of ----- DOLLARS (\$ ---) by
certified cheque payable to the Vendor.
- (b) The balance of the purchase price namely Twelve Thousand, Eight Hundred and
Fifty-----DOLLARS (\$12,850.00) with interest
as hereinafter provided, and subject to adjustments, by certified cheque on the
closing of this transaction.

Provided that this Offer to Purchase is subject to the following conditions:-

1. This Offer shall be irrevocable by the Purchaser and may be accepted by the Vendor up to but not after the 21st day of January 1992, by a letter mailed or delivered to the Purchaser at the above address.
2. In the event that this Offer is not accepted, this Offer and everything herein contained shall be null and void and no longer binding upon any of the parties hereto and the deposit shall be returned by the Vendor without interest and the Vendor shall not be liable for any damages or costs.
3. In the event of and upon the acceptance of this Offer, this Offer and the letter of acceptance shall be a binding contract of purchase and sale and shall be completed in accordance with the terms hereof.
4. The title is good and free from all encumbrance, except as to any registered restrictions or covenants.
5. The Purchaser is not to call for the production of any title deeds, abstract or evidence of title except such as are in the possession of the Vendor.
6. The Purchaser is to be allowed thirty days from the date of acceptance of such Offer to examine the title at his own expense. If within that time any valid objection to title is made in writing to the Vendor, or its Solicitor, which the Vendor shall be unable or unwilling to remove and which the Purchaser will not waive, the contract arising out of the acceptance of this Offer shall, notwithstanding any intermediate acts or negotiations in respect of such objections, be null and void and all monies shall be returned by the Vendor without interest and it shall not be liable for any damages or costs. Save as to any valid objection so made within such time the Purchaser shall be conclusively deemed to have accepted the title of the Vendor to the real property.
7. This transaction shall be closed on or before the 23rd day of March, 1992.

8. On the closing of this transaction, the Vendor will convey the said lands to the Purchaser by a good and sufficient deed thereof in fee simple, free and clear of dower rights and all encumbrances, except as to any registered restrictions or covenants, and shall deliver vacant possession of the said lands to the Purchaser free of all tenancies.
9. The Purchaser shall assume taxes, local improvements, water and sewer rates from the date set out in paragraph 7 hereof.
10. Pending completion of this transaction, the Vendor will hold all fire insurance policies and the proceeds thereof in trust for the parties hereto as their interests may appear and in the event of damage to the said premises the Purchaser may either take the proceeds of the insurance, if any, and complete the purchase or may cancel this Offer whether accepted or not and have all monies theretofore paid returned without interest.
11. The deed or transfer is to be prepared at the expense of the Vendor. If the Vendor is a Trustee the deed or transfer is to contain trustee covenants only.
12. This agreement and its acceptance is to be read with all changes of gender or number required by the context.
13. In the event of failure of the Purchaser to complete this transaction by the date set out in paragraph 7 hereof, the deposit shall be forfeited to the Vendor as liquidated damages, in addition to any other right or remedy to which the Vendor may be entitled hereunder.
14. Any tender of documents or money may be made upon the parties hereto or their solicitors or agents and shall be either by cash or certified cheque or in the case of payment by the City, by means of the City's uncertified cheque.
15. It is understood and agreed that if the said land is within a redevelopment area, the closing of this transaction is conditional upon the approval of the Minister of Municipal Affairs and Housing under The Planning Act. It is also understood and agreed that if the said land is within an urban renewal area, the closing of this transaction is conditional upon the approval of Canada Mortgage and Housing Corporation.
16. The Region covenants and agrees that the Transfer/Deed of the lands described in Box 5 of the subject Transfer/Deed from the City to the Region shall be executed by the Region and shall contain the following provisions:
 - a) The Regional Municipality of Hamilton-Wentworth shall use the lands described in Box 5 of this Transfer/Deed only for the Red Hill Creek Expressway and related or ancillary uses as approved by Council of The Regional Municipality of Hamilton-Wentworth and for no other purpose unless with the express written consent of The Corporation of the City of Hamilton.
 - b) The Regional Municipality of Hamilton-Wentworth covenants and agrees that if The Regional Municipality of Hamilton-Wentworth resolves to dispose of some or all of the lands described in Box 5 of this Transfer/Deed, The Regional Municipality of Hamilton-Wentworth first shall offer the lands to be disposed of to The Corporation of the City of Hamilton at or for the price (or a proportionate amount of the price in the event of the disposition of only some of the said lands) set out in this Transfer/Deed. The benefit of this covenant and agreement is not assignable by The Corporation of the City of Hamilton.
17. The parties to this Agreement agree that any sales taxes arising as a consequence of this transaction are not included in the purchase price set out in this Agreement of Purchase and Sale.

Time shall be of the essence of this Agreement, which shall enure to the benefit of and be binding upon the Purchaser, his heirs, executors, administrators, successors and assigns, and shall enure to the benefit of and be binding upon the Vendor, its successors and assigns.

DATED at the City of Hamilton this 13th day of November 1991.

SIGNED, SEALED AND DELIVERED) THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

in the presence of

Approved
as to form

Legal
Services

) CHAIRMAN

) REGIONAL CLERK

) COMMISSIONER OF FINANCE

(Seal)

(Seal)

(Seal)

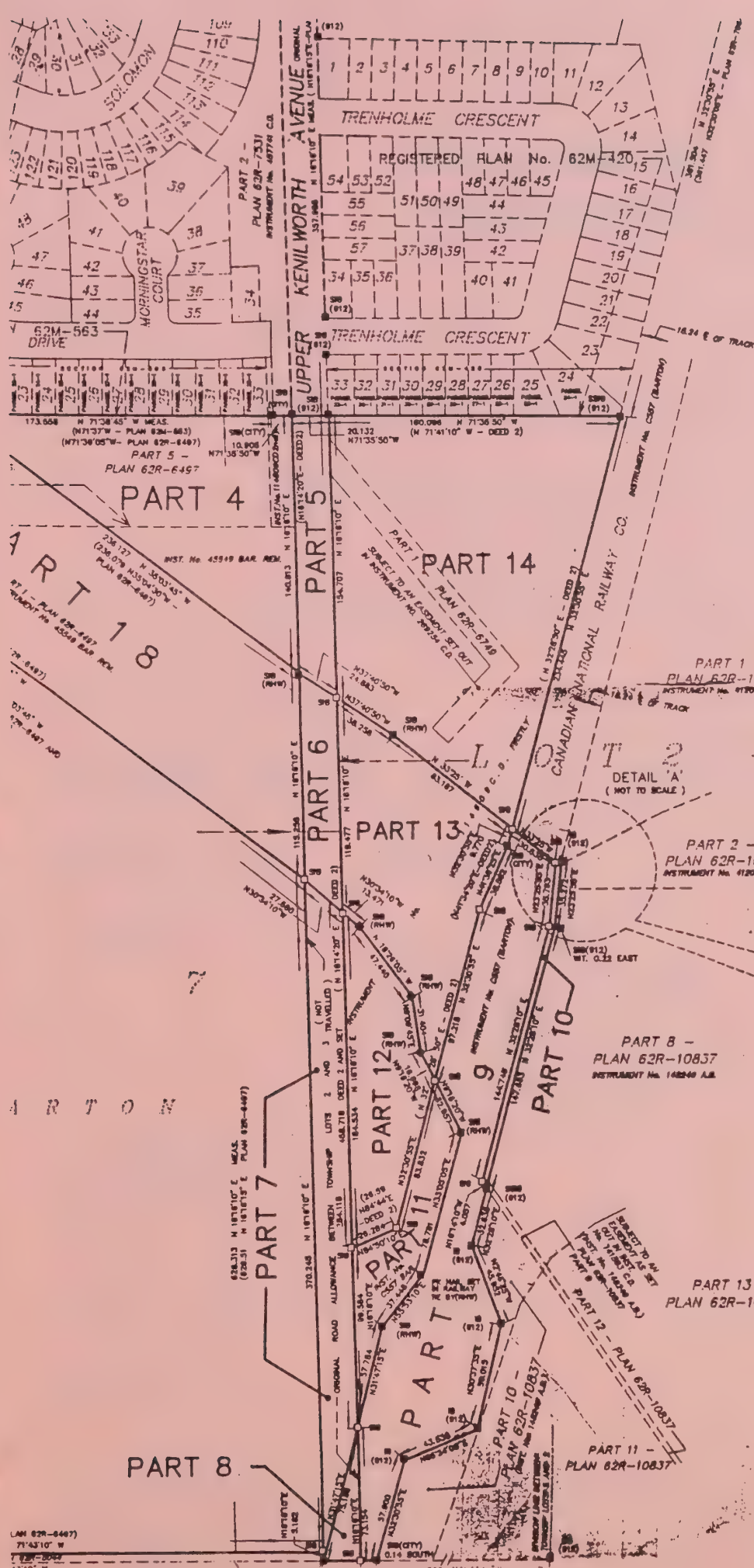
In Witness Whereof, THE CORPORATION OF THE CITY OF HAMILTON hereby accepts the said Offer to Purchase this day of 1991.

MAYOR

CITY CLERK

APPROVED BY COUNCIL

DATE: November 5/91
REPORT: 12-91 ITEM: 4 FSC
INTL: 25 YEAR/FILE: 91-528
GmH



PLAN OF SURVEY OF
PARTS OF LO
AND
PART OF THE
BETWEEN TOWNS
GEOGRAPHIC TOWNS
NOW IN THE
CITY OF HAMILTON
REGIONAL MUNICIPALITY
SCALE 1:2000
0 10 20 30 40 50
B. J. CLAKRE O.L.S.
1990

C O N C
GEOGRAPHIC TOWNS

PART 1 -
PLAN 62R-10837
INSTRUMENT No. 412040 C.D.
PART 2 -
PLAN 62R-10837
INSTRUMENT No. 412040 C.D.
PART 10 -
PLAN 62R-10837
INSTRUMENT No. 412040 C.D.
PART 11 -
PLAN 62R-10837
INSTRUMENT No. 412040 C.D.
PART 12 -
PLAN 62R-10837
INSTRUMENT No. 412040 C.D.
PART 13 -
PLAN 62R-10837
INSTRUMENT No. 412040 C.D.
PART 14 -
PLAN 62R-10837
INSTRUMENT No. 412040 C.D.
PART 18 -
PLAN 62R-10837
INSTRUMENT No. 412040 C.D.

BEARINGS ARE ASTROMIC AND REFERRED TO THE
ONTARIO COORDINATE SYSTEM ZONE 10, CENTRAL
78° 30' WEST LONGITUDE, AND ARE DERIVED FROM
MONUMENTS
077700237 N 4783672.217 E 278911.094
077700237 N 4784285.243 E 278297.88
COMBINED SCALE FACTOR 0.999978

LEGEND:
SM (CITY) DENOTES A SURVEY MONUMENT
SM (PUB) DENOTES A SURVEY MONUMENT
SM (PRV) DENOTES A SURVEY MONUMENT
SSS DENOTES SHORT STANDARD IRON BAR
S DENOTES STANDARD IRON BAR
I DENOTES IRON BAR
W DENOTES WITNESS
(U) DENOTES ORIGIN UNKNOWN
(H) DENOTES REGION OF HAMILTON - HENTON
(CITY) DENOTES CITY OF HAMILTON
(B) DENOTES A.D. CLARK O.L.S.

G.(i)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 December 27

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. John Johnston
Commissioner of Human Resources

SUBJECT: Restructuring - Plan Examination Division of Building
Department (C-002-092)

RECOMMENDATION:

That the salary classification for the following non-union position in the Building Department be approved in accordance with Item 12 of the 5th Report of the Planning and Development Committee adopted by Council on March 26, 1991.

<u>POSITION TITLE</u>	<u>FUNCTION</u>	<u>GRADE</u>	<u>SALARY</u>
Manager of Customer Services	To manage the Customer Services section in providing a living environment free of safety, health and fire hazards through plan examination, and advising design professionals on regulatory requirements.	G	\$59,217.60 \$69,797.00



John Johnston

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The financial impact for the reclassification will be met through the Department's general operating budget.

BACKGROUND:

At its meeting of March 20, 1991, the Planning and Development Committee approved a reorganization of the Plan Examination Division. This reorganization resulted in the existing staff complement being reduced permanently by three persons, the creation of two new positions - Supervisor of Customer Services and Building Applications Analyst and the re-evaluation of five management positions.

G. (ii)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 December 27

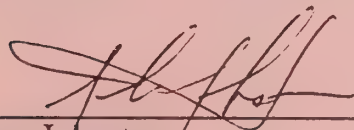
REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. John Johnston
Commissioner of Human Resources

SUBJECT: Ontario Sheet Metal and Air Handling Group and Sheet
Metal Workers' International Association and Ontario
Sheet Metal Workers' Conference, Local 537, Hamilton
(C-004-092)

RECOMMENDATION:

That the contract settlement of the Ontario Sheet Metal and Air Handling Group and Sheet Metal Workers' International Association and Ontario Sheet Metal Workers' Conference, Local 537, Hamilton, be received pursuant to the Fair Wage Policy of the City of Hamilton.



John Johnston

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

n/a

BACKGROUND:

Attached.

Ontario Sheet Metal and Air Handling Group and Sheet Metal Workers International Association, Local Union 537

Duration of Agreement: June 25, 1990 - April 30, 1992

APPENDIX "A" Area 3 Hamilton-Brantford Section
SHEETING & DECKING Local Union No. 537

WAGE RATES

<u>Classification</u>	<u>Effective Date</u>	<u>Hourly Rate</u>	<u>Vac Pay</u>	<u>Total Employer Contr.</u>	<u>Total Package</u>
Sheeter/Decker	June 25/90	\$24.05	10%	\$3.11	\$29.56
	Oct. 1/90	\$23.59	10%	\$3.61	\$29.56
	May 1/91	\$24.73	10%	\$4.11	\$31.31
Foreman Premium -	June 25/90	\$1.25 per hour			
	May 1/91	\$1.50 per hour			
Sheeter/Decker Assistant	June 25/90	\$22.37	10%	\$3.11	\$27.72
	Oct. 1/90	\$21.92	10%	\$3.61	\$27.72
	May 1/91	\$22.95	10%	\$4.11	\$29.36
Material Handler	June 25/90	\$19.88	10%	\$3.11	\$24.98
	Oct. 1/90	\$19.43	10%	\$3.61	\$24.98
	May 1/91	\$20.31	10%	\$4.11	\$26.45
Probationary Employee	June 25/90	\$10.97	10%	\$3.11	\$15.18
	Oct. 1/90	\$10.97	10%	\$3.11	\$15.18
	May 1/91	\$11.77	10%	\$3.11	\$16.06

SHIFT WORK PREMIUM

Journeyman: \$3.04 per hour
Other Classifications: at appropriate percentages

IRREGULAR HOURS PREMIUM

Journeyman: \$2.70 per hour
Other Classifications: at appropriate percentages

TRAVEL PER KM:

June 25/90 \$0.29
May 1/91 \$0.34

G. (iii)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 December 27

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. John Johnston
Commissioner of Human Resources

SUBJECT: The Ontario Industrial Roofing Contractors' Association
and Ontario Sheet Metal Workers' Conference of the
Sheet Metal Workers' International Association on
behalf of Local 537, Hamilton, Ontario and Sheet Metal
Workers' International Association (C-005-092)

RECOMMENDATION:

That the contract settlement of the Ontario Industrial Roofing Contractors' Association and Ontario Sheet Metal Workers' Conference of the Sheet Metal Workers' International Association on behalf of Local 537, Hamilton, and Sheet Metal Workers' International Association, be received pursuant to the Fair Wage Policy of the City of Hamilton.



John Johnston

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

n/a

BACKGROUND:

Attached.

The Labour Relations Section of the Ontario Industrial Roofing Contractors' Association and Ontario Sheet Metal Workers' Conference of the Sheet Metal Workers' International Association on behalf of Local 537, Hamilton, Ontario and Sheet Metal Workers' International Association.

Duration of Agreement: May 1, 1990 - April 30, 1992

Effective Date: May 1, 1990

<u>Classification</u>	<u>Basic Hourly Rate</u>	<u>Foreman Premium</u>	<u>Vac. Pay</u>	<u>OSM Conf.</u>	<u>Sub Total</u>	<u>OIRCA</u>	<u>Total</u>
Foreman	\$24.20	1.25	2.55	0.10	28.10	0.09	\$28.19
Potman & Roofer	\$23.64	-----	2.36	0.10	26.10	0.09	\$26.19
Material Handler	\$21.85	-----	2.18	0.10	24.13	0.09	\$24.22
Material Handler (Sr. Prob.)	\$17.29	-----	1.73	0.10	19.12	0.09	\$19.21
Material Handler (Jr. Prob.)	\$15.43	-----	1.54	0.10	17.07	0.09	\$17.16

Foreman's Premium - \$1.25 (calculated in above rates)
Pitch Premium - \$2.00 (effective May 15, 1990)

It is further agreed that a Roofing Potman will be paid for his half-hour lunch period providing it is necessary to perform any duties that he normally does during his regular day's work.

Vacation Pay - Method of Payment: Such payment shall include pay for vacation and holidays in the first week of July, the first week of December and on lay-off.

Effective Date: May 1, 1991

<u>Classification</u>	<u>Basic Hourly Rate</u>	<u>Foreman Premium</u>	<u>Vac. Pay</u>	<u>OSM Conf.</u>	<u>Sub Total</u>	<u>OIRCA</u>	<u>Total</u>
Foreman	\$25.57	1.50	2.71	0.10	29.88	0.09	\$29.97
Potman & Roofer	\$25.00	-----	2.50	0.10	27.60	0.09	\$27.69
Material Handler	\$23.21	-----	2.50	0.10	25.63	0.09	\$25.72
Material Handler (Sr. Prob.)	\$18.32	-----	1.83	0.10	20.25	0.09	\$20.34
Material Handler (Jr. Prob.)	\$16.45	-----	1.65	0.10	18.20	0.09	\$18.29

Foreman's Premium - \$1.50 (calculated in above rates)
Pitch Premium - \$2.00

It is further agreed that a Roofing Potman will be paid for his half hour lunch period providing it is necessary to perform any duties that he normally does during his regular day's work.

Vacation Pay - Method of Payment - Such payment shall include pay for vacation and holidays in the first week of July, the first week in December and on lay-off.

G. (iv)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 December 30

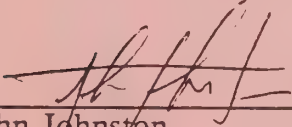
REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. John Johnston
Commissioner of Human Resources

SUBJECT: Appointments To and Terminations From Permanent
Positions with the Corporation of the City of Hamilton
(C-006-092)

RECOMMENDATION:

That the attached listing of Appointments To and Terminations From Permanent positions with the Corporation to December 30, 1991 be approved.



John Johnston

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

n/a

BACKGROUND:

Attached.

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Mr. Donald Alford	Firefighter I	Fire	Retired	31 years, 5 months	29/11/91
Mr. Thomas Atkinson	Caretaker	Property	Terminated	10 years, 7 months	29/11/91
Mr. Keith Avery	City Clerk	City Clerk's	Retired	41 years, 5 months	31/12/91
Mr. John Barrowcliff	Traffic Signal Repairman II	Traffic	Retired	19 years, 8 months	31/12/91
Mr. Robert Bradshaw	Building Inspector	Building	Retired	27 years, 11 months	28/06/91
Mr. Gus Cino	Caretaker	Property	Retired	12 years, 10 months	31/12/91
Mr. Harold Cooper	Foreman II (Sanitation)	Public Works	Retired	30 years, 5 months	31/12/91
Ms. Joan Currie	Stenographer II	Building	Retired	18 years, 8 months	31/12/91
Mr. Ronald Day	Chief License Inspector	City Clerk's	Retired	15 years, 9 months	31/12/91
Mr. Vincent DiFederico	Lieutenant	Fire	Retired	31 years, 10 months	28/11/91
Mr. Italo Dominic	Building Inspector	Building	Retired	23 years, 9 months	30/08/91
Mr. Don Elder	Co-Ordinator, Regional Purchasing	Treasury	Retired	30 years, 11 months	31/12/91
Mr. Charles Ellis	Firefighter I	Fire	Retired	35 years, 4 months	26/11/91
Mr. Sigismondo Faccenda	Concrete Finisher	Public Works	Retired	7 years, 2 months	31/12/91
Mr. Robert Fyfe	Firefighter I	Fire	Retired	31 years, 5 months	30/11/91

Prepared 30/12/91

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Mr. Lionel Gagnon	Tractor Operator	Public Works	Retired	23 years, 7 months	31/12/91
Mr. Carmen Gatto	Truck Driver (Districts)	Public Works	Retired	19 years, 6 months	31/12/91
Mr. David Gibson	Building Inspector	Building	Retired	17 years, 5 months	31/12/91
Mr. James Graham	Lieutenant	Fire	Retired	35 years, 8 months	30/11/91
Mr. Gerry Greco	Carpenter	Public Works	Retired	17 years, 3 months	31/12/91
Mr. Jerome Haynes	Firefighter I	Fire	Retired	34 years, 7 months	28/11/91
Mr. Ron Hawkes	Motor Mechanic	Public Works	Retired	10 years, 10 months	31/12/91
Mr. Edward Hilton	Firefighter I	Fire	Retired	30 years, 1 month	26/11/91
Mr. Vilis Imaks	Transcrete Operator	Public Works	Retired	21 years, 7 months	31/12/91
Mr. Robert Kerr	District Chief	Fire	Retired	37 years, 3 months	30/11/91
Mr. Kenneth Kiernan	Chief Fire Prevention Officer	Fire	Retired	35 years, 5 months	29/11/91
Mr. William Kensella	Firefighter I	Fire	Retired	35 years, 1 month	28/11/91
Mr. Stan Knight	Garbage Truck Driver	Public Works	Retired	29 years, 6 months	31/12/91
Mr. David Kurceba	Probationary Firefighter	Fire	Resigned	1 1/2 months	15/11/91
Mr. Bernard Laughlin	Lieutenant	Fire	Retired	30 years, 11 months	30/11/91
Mr. Roger Lott	Carpenter	Public Works	Retired	18 years, 2 months	31/12/91
Mr. Ronald McCall	Firefighter I	Fire	Retired	33 years, 1 month	26/11/91

Prepared 30/12/91

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Ms. Ruth Morrison	Administrative Assistant II	City Clerk's	Retired	45 years, 6 months	31/12/91
Mr. Donald Morrow	Zoning Examiner & Code Correlator Building		Retired	35 years, 1 month	31/07/91
Mr. Charles Murray	Office Manager III	Public Works	Retired	27 years, 8 months	31/12/91
Mr. John Naylor	Firefighter I	Fire	Retired	34 years, 3 months	17/11/91
Ms. Joan Orford	Supervisor of Cleaners II	Property	Retired	15 years, 11 months	31/12/91
Mr. Chester Orzel	Manager of Cemetery Division	Public Works	Retired	43 years, 1 month	31/12/91
Mr. Wilburt Peters	Firefighter I	Fire	Retired	29 years, 8 months	26/11/91
Mr. Allan Plant	Shipper & Receiver	H.E.C.F.I.	Terminated	13, years, 11 months	31/10/91
Mr. William Robertson	Parking Services Prosecutor	Traffic	Retired	17 years, 2 months	31/12/91
Mr. Albert Runtel	Traffic Service Foreman	Traffic	Retired	29 years, 10 months	31/12/91
Mr. John Samek	Firefighter I	Fire	Retired	35 years, 7 months	28/11/91
Mr. Al Stokan	Arena Maintenance I	H.E.C.F.I.	Retired	16 years, 6 months	31/12/91
Mr. Robert Taylor	Firefighter I	Fire	Retired	35 years, 1 month	30/11/91
Ms. Christel Vanags	Public Education Liaison Officer	Culture & Recreation	Retired	29 years, 9 months	31/12/91
Mr. Paul Walnd	Property Control Officer	Property	Retired	26 years, 9 months	31/12/91
Mr. George Zdriluk	Firefighter I	Fire	Retired	30 years, 3 months	28/11/91

Prepared 30/12/91

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Ms. Nancy Barlas	Clerk Typist III (8-B)	Property	Replacing Ms. K. Smith - bumped	\$22,069.32 to \$23,845.64	18/11/91
Mr. D'Arcy Bresnahan	Gardener II (D-14A)	Public Works	Replacing Mr. F. Liberatore - transferred	\$31,000.32 to \$31,416.32	28/10/91
Mr. Bruce Broker	Lifeguard II (1)	Culture & Recreation	Replacing Ms. M. Morgan - promoted	\$26,078.00 to \$28,242.24	18/11/91
Mr. Pat Celebre	Labourer/Truck Driver (Parks Maintenance) (D-9)	Public Works	Replacing Mr. P. Gorman - retired	\$31,044.00	28/10/91
Mr. Mike Clark	Maintenance Foreman (14-A)	Parking Authority	Position being moved from Traffic to Parking Authority due to right sizing	\$29,566.16 to \$34,851.96	25/11/91
Mr. Danny Coppolino	Operator III (D-13A)	Public Works	Replacing Mr. J. McLaren - retired	\$31,008.64 to \$31,424.64	15/11/91
Mr. Vince Dineley	Operator (M-16)	Central Utility Plant	Replacing Mr. J. Oliver - resigned	\$36,687.04	11/11/91

Prepared 30/12/91

THE CORPORATION FOR THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. William Dickson	Supervisor of Cashiers (M)	Treasury	Replacing Mr. T. Franco - resigned	\$38,705.16 to \$45,542.12	18/11/91
Mr. Abelardo Estravillo	Foreman/Woman II (Mech Rprs) (12-D)	Fleet Services	Replacing Mr. P. Morosin - promoted	\$35,232.08 to \$41,881.32	04/11/91
Mr. Joseph Galati	Carbageman/Woman (D-10)	Public Works	Replacing Mr. D. Embleton - transferred	\$30,960.80 to \$31,376.80	11/11/91
Mr. Raymond Harkness	Park Draftperson (1)	Community Development	New Position - due to reorganization	\$32,093.83 to \$36,470.72	11/11/91
Mr. David Hockley	Gardener II (1)	Public Works	Replacing Mr. D. Leslie - resigned	\$31,000.32 to \$31,416.32	11/11/91
Mr. Randy Manuel	Gardener II (1)	Public Works	Replacing Mr. L. McCurdy - promoted	\$31,000.32 to \$31,416.32	11/11/91
Mr. Danny Mazzocato	Truck Driver (Litter Centres) (1)	Public Works	Replacing Mr. R. Parsik - transferred	\$31,008.64 to \$31,424.64	26/11/91
Mr. Donald Peters	Chief Fire Prevention Officer (C-12A)	Fire	Replacing Mr. K. Kiernan - retired	\$67,819.02	16/12/91

Prepared 30/12/91

THE CORPORATION FOR THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>EFFECTIVE DATE</u>
Mr. Allan Plant	Shipper/Receiver (M-10)	H.E.C.F.I.	Returning to former position	\$32,308.64	09/12/91
Mr. Nancy Rajher	Customer Service Rep/ Plan Examiner (19-A)	Building	New Position - Council Approved March 27, 1991	\$32,250.40 to \$38,081.68	04/11/91
Mr. Keith Ridgewell	Street Sweeper Operator (D-14D)	Public Works	Replacing Mr. M. McEntee - reclassified	\$31,245.76 to \$31,661.76	10/12/91
Mr. George Robis	Customer Service Rep/ Plan Examiner (19-A)	Building	Replacing Ms. L. Paterson - promoted	\$32,250.40 to \$38,081.68	02/12/91
Mr. Albert Vandenaeker	District Chief (C-11)	Fire	Replacing Mr. G. Peace - promoted	\$60,038.17	10/11/91
Mr. Carl Van Veen	Street Sweeper Operator (D-14D)	Public Works	Replacing Mr. G. Costello - promoted	\$31,245.76	09/12/91

H.

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 December 31

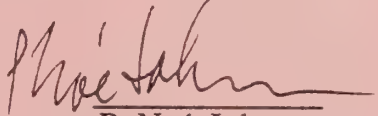
REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: P. Noé Johnson
City Solicitor

SUBJECT: Twin Pad Arena - Ontario Municipal Board
Legal Fees and Disbursement Account - McCarthy, Tétrault

RECOMMENDATION:

That the account of Mr. Ian Binnie of McCarthy, Tétrault, dated December 3rd, 1991, in relation to the Twin Pad Arena OMB hearing, in the total amount of \$68,847.07 be approved for payment.


P. Noé Johnson
City Solicitor

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Mr. Ian Binnie of McCarthy, Tétrault was retained to conduct the OMB hearing regarding the financing of the Twin Pad Arena project. The hearing proceeded over a period of eleven days. The OMB ruled against the objection and authorized the issue of debentures to finance the project.

Litigation Counsel has reviewed the account submitted and found to be in order. The funds were contained in the Budget projection and are available in the Law Department's 1991 budget for outside counsel.

CITY OF HAMILTON
- RECOMMENDATION -

I.

DATE: 1992 December 9

REPORT TO: Mr. John Thompson, Secretary
Finance & Administration Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Payment of 1992 DBS (Dunn and Bradstreet Software)
Invoice (I/S 92-100)

RECOMMENDATION:

- a) The 1992 invoice for \$115,164.38 (plus GST) from Dunn and Bradstreet Software (formerly Management Science America) be authorized for payment from Account CH 5609X-26021 (User Software).


J. G. Hindson, P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

The Region and the City of Hamilton currently utilize computer software from DBS (Dunn and Bradstreet Software, formerly MSA) for their Human Resources, Payroll/Personnel and Financial Information systems.

Under the terms of the DBS Agreement, each licensee of their products pays an annual maintenance fee for the software. The software maintenance fees entitle each user to software enhancements and upgrades at no cost, software problem bulletins and, in particular, provides for 24 hour support for the software to assist with any difficulties or problems encountered.

In 1992, the maintenance invoice for the DBS software modules in use is \$115,164.38 and is due for payment on 1992 January 17.

J.

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 November 26

REPORT TO: John D. Thompson, Secretary
Finance and Administration Committee

FROM: Stella Glover, Secretary
Taxi Advisory Committee

SUBJECT: Wheelchair Accessible Integrated Taxicabs

RECOMMENDATION:

That the request for an investigation of the feasibility of converting City of Hamilton taxicabs to wheelchair accessible taxicabs be referred back to the Finance and Administration Committee with a view to tabling this matter until such time as the Study of Transportation Services for People with Disabilities is completed.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Stella Glover

N/A

BACKGROUND:

At their meeting of 1991 November 18 the Taxi Advisory Committee was in receipt of Section 12 of the Eighteenth Report of the Finance and Administration Committee which was adopted by City Council on 1991 October 08 as follows:

Re: Wheelchair Accessible Integrated Taxicabs

- "12. (a) Further to Section 14 of the Eighteenth Report of the Finance and Administration Committee adopted May 29, 1990 with respect to the licensing of a special class of wheelchair accessible integrated taxicabs, it is recommended that no further action be taken at this time to implement this special class of taxi licence until such time as the study of Transportation Services for People with Disabilities, commissioned by the Regional Technical Co-ordinating Committee, is completed.
- (b) That City staff be directed to investigate the feasibility of converting the present taxicabs to wheelchair accessible cabs and that this report be brought back to the Finance and Administration Committee."

The Taxi Advisory Committee was also in receipt of a report from the Manager of the Licence Division advising that a staff report on this issue would be premature until such time as the Study commissioned by the Regional Technical Co-ordinating Committee respecting Transportation Services for People with Disabilities is completed.

After consideration the Taxi Advisory Committee made the foregoing recommendation.

cc: Alderman D. Drury, Chairperson
Taxi Advisory Committee

Steve Dembe, Licence Division Manager

CITY OF HAMILTON

- INFORMATION -

K.

DATE: 1991 December 20

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. L. King
Building Commissioner

SUBJECT: Development Charges By-law 90-74

BACKGROUND:

In August of 1991, the Finance and Administration Committee established a staff subcommittee to deal with the application of development charges under the City Development Charges By-law.

The staff subcommittee has met on numerous occasions and has made some interpretive decisions with respect to the by-law in order to assist development within the City.

It was the decision of the subcommittee that infill construction or conversion on existing lots for up to ten residential units will not be subject to any development charges as the impact on services chargeable under the Development Charges By-law is negligible.

The effect of this exemption for the first ten residential units will be reviewed after twelve months and a report will be brought to the Finance and Administration Committee to examine the financial implications. The subcommittee also made the following recommendations:

- a) The subcommittee will monitor the number of exemptions and their effect on revenue.
 - b) Proposed amendments to the by-law will be examined by the subcommittee to further enhance application of the by-law.
 - c) The Region be requested to review their by-law with the view of exempting ten units or less on infill or conversion type projects.
- c.c. P. Noé Johnson, Law Department
E. C. Matthews, Treasurer, City Treasury Department
J. Pavelka, Public Works Department
M.F. Main, P. Eng., Director of Traffic Services, Traffic Department
R. Sugden, Culture & Recreation Department
A. Georgieff, Planning & Development Department
F. Biancucci, Fire Department



Hamilton
Entertainment
and Convention
Facilities Inc.

L.

MEMO TO: Mr. J. Thompson, Secretary
FINANCE AND ADMINISTRATION COMMITTEE
The Corporation of the City of Hamilton

FROM: Gabe Macaluso Patricia Bennett, Secretary
Managing Director H.E.C.F.I. Board of Directors

DATE: November 26, 1991

SUBJECT: H.E.C.F.I. VACATION PAY ENTITLEMENT :
NON-UNION, PART-TIME EMPLOYEES

The following is provided for information to the City's Finance and Administration Committee. The H.E.C.F.I. Board of Directors, at the November 22, 1991 Regular meeting, carried the following motion:

"THAT EFFECTIVE JANUARY 1, 1992 NON-UNION PART-TIME EMPLOYEES OF H.E.C.F.I. WHO HAVE COMPLETED THREE YEARS OF SERVICE RECEIVE A VACATION PAY ENTITLEMENT OF 6% RATHER THAN THE CURRENT STATUTORY MINIMUM OF 4%"

Respectfully submitted,

Gabe Macaluso
Managing Director/CEO

Patricia Bennett
Legislative Assistant

2.

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 December 4

REPORT TO: John D. Thompson, Secretary
Finance and Administration Committee

FROM: Stella Glover, Secretary
English Language Sub-Committee

SUBJECT: English Language Sub-Committee
Membership Composition

RECOMMENDATION:

That the Council representation on the English Language Sub-Committee be increased from one to two representatives to include the Mayor.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Stella Glover

N/A

BACKGROUND:

At their final meeting for 1991, held November 26, the English Language Sub-Committee discussed their membership composition.

The Sub-Committee is honoured to have the Mayor sit on the Sub-Committee but feels that it is not fair to the Mayor to rely solely on him for Council representation having regard to his heavy workload.

cc: Mayor R.M. Morrow
Tommy Tarpos, Chairperson, English Language Sub-Committee
Dennis Carson, Mayor's Executive Assistant
File

3.

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 December 19

REPORT TO: J. D. Thompson, Secretary
Finance and Administration Committee

FROM: K. E. Avery
City Clerk

SUBJECT: Aldermanic Appointments -
Sub-Committees of the Finance and
Administration Committee

RECOMMENDATION:

That members of the Finance and Administration Committee be appointed to the following sub-committees which fall under the jurisdiction of the Finance and Administration Committee:

- (a) Advisory Committee on Equitable Representation on Committees/Boards/Commissions

2 members of City Council (plus 1 optional member)
(Presently Alderman Kiss and Alderman Agostino)
- (b) English Language Sub-Committee

1 member of City Council
(Presently Mayor Morrow)
- (c) French Sub-Committee

1 member of City Council
(Presently Mayor Morrow)
- (d) Hamilton Farmer's Market Sub-Committee

2 members of City Council
(Presently Alderman Lombardo and Alderman Merling.)

(e) Hamilton Municipal Retirement Fund Committee

Chairperson, Vice-Chairperson and 2 additional members
of the Finance and Administration Committee
(Presently Mayor Morrow, Alderman Hinkley, Alderman Jackson
and Alderman Ross.)

(f) Hamilton Status of Women Sub-Committee

2 members of City Council
(Presently Alderman Kiss and Alderman Jackson)

(g) Keep Hamilton Clean Committee

1 member of City Council
(Presently Alderman Hinkley)

(h) Strategic Plan Task Force

5 members of City Council
(Presently Mayor Morrow, Alderman Cooke, Alderman Kiss,
Alderman Hinkley and Alderman Agostino.)

(i) Taxi Advisory Sub-Committee

3 members of City Council
(presently Alderman Drury, Alderman Lombardo and Alderman Ross.)

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

The aforementioned committees are all of the Sub-committees of the Finance and Administration Committee.

HAMILTON FARMERS' MARKET
STALLHOLDERS' ASSOCIATION

4.

NOV 28 1991

1991 November 26

Mr. John Thompson
Secretary of the Finance and Administration Committee

RE: STALLHOLDERS' REPRESENTATIVES ON THE MARKET SUB-COMMITTEE

Dear Mr. Thompson

As you might be aware, the Market Sub-Committee was initially established by the Legislation Committee at the request of our association in order to deal with stallholders' concerns and to promote the market.

The two stallholders' representatives required for the make-up of the Market Sub-Committee are elected by stallholders at General Elections and might change during the term of office of the Market Sub-Committee.

Accordingly, our present elected committee has made written submission to the Market Sub-Committee at its meeting of April 30, 1991 requesting that our association be allowed to rotate our two representatives on the Market Sub-Committee to include our association's president, or in his absence the vice-president and one member of our committee who is responsible for or can best deal with specific business which might come before the Market Sub-Committee.

Therefore, we would like to ask the Finance and Administration Committee to allow the Market Sub-Committee to commence with our president as one of its members and our board of directors will determine the second member for the Market Sub-Committee's first meeting.

Please find enclosed a copy of our April 16, 1991 letter to the Market Sub-Committee which lists the names of the present stallholders' elected representatives and further explains the purpose of our request.

Yours truly



Carmen Misale
Secretary
HAMILTON STALLHOLDERS' ASSOCIATION

CM:am
copies: David Majpruz (10)

enclosed: (3)

*HAMILTON FARMERS' MARKET
STALLHOLDERS' ASSOCIATION*

April 16, 1991

Alderman Fred Lombardo,
Chairman, Hamilton Farmers' Market Sub-Committee

Sir,

The Market Stallholders Association's newly elected board of directors wishes to introduce to your committee its members and their positions.

President: David Majpruz Vice President: Bud Hubbard
Treasurer: Mario Beltrano Secretary: Carmen Misale
Director of Advertising: Fred Bristol
Social Director: Jim Ciardullo
Directors at Large: Gary Dearsley, Yvonne Banks, Leslie Ramage.

Eight years ago, our association made representation to the Legislation Committee to establish the present Market Sub-Committee. Our request was granted and your committee was formed and given the mandate to address stallholders' concerns and to promote the Market. Consequently, our present directors are in unanimous accord that our board reaffirm its willingness to work with and support the Market Sub-Committee in order to continue improving and promoting the Market - which we believe to be the best public in-door market in North America.

Our board also agreed, at its first meeting, to petition you to consider the possibility of allowing our association, from time-to-time, to alternate our two representatives on your committee. We believe that this kind of arrangement would not only give more of our directors the opportunity to serve on, but would also benefit the Market Sub-Committee. For instance, when items are placed on the agenda that are directly related to the responsibilities of various directors, we could relieve the present sitting director(s) and the new member(s) will then be able to fully participate in working through these items. Also, this kind of flexibility should, in the long term, decrease the probability of absenteeism from future meetings.

Finally, all of our new directors are looking forward to eventually meeting with you and your committee; but in the meanwhile, we would like to wish the Market Sub-Committee every success, both in the present and the future.

Sincerely,

Carmen Misale
Secretary

CM:am
copy: David Majpruz

3. Membership

A Stallholders' representative referred to a letter of April 16 addressed to the Chairman and asked for clarification with regard to rotating members of the Stallholders' Association as members of the Hamilton Farmers' Market Sub-Committee. The Committee was advised that any changes to the membership would have to be approved by the Finance and Administration Committee who appointed members.

The stallholders then thanked the Chairman on behalf of the Executive for inviting them to attend the meeting and reminded the executive of the Chairman's openness and willingness to receive calls from them.

At this point members of the Stallholders' Association Executive left the meeting.

4. Minutes

The minutes of the meeting held 1991 February 19 were ADOPTED.

5. 1991 Proposed Marketing Plan

The Committee was in receipt of a report from the Manager of the Hamilton Farmers' Market dated 1991 April 30 with regard to 1991 Proposed Marketing Plan.

Concern was expressed at item 6 - Strawberry Festival in the amount of \$2,100.00. Discussion ensued and the Committee felt it was not in the mandate of the Hamilton Farmers' Market Sub-Committee to allow money to be spent on profit-making ventures, and agreed as follows:

1. That the 1991 Proposed Marketing Plan be adopted with the provision that item 6 (Strawberry Festival) be referred back to the Advertising Committee for further consideration with the direction that all profits generated be utilized for further Market promotions.

6. Adjournment

There being no further business the meeting then adjourned.

Taken as read and approved.

Mrs. S. Glover
Secretary

Alderman F. Lombardo
Chairman



John Thompson
Finance and Administration Committee
City Hall, Hamilton

Re: Guidelines for Future Twinning draft # 4

Dear Sir,

The Hamilton Mundialization Committee has reviewed the recommendations made by the Finance and Administration Committee and after careful consideration would like to suggest the following amendments.

7 that no more than **one twin city** be selected within a **two year period**.

6 that there be a **review** of each twinning relationship **every five years**.

It was the general opinion of the committee that a 'review' process could lead into either renewal or termination of a twinning relationship.

Thank you

C. Fernandes

Carolann Fernandes

President - Hamilton Mundialization Committee



**HAMILTON
MUNDIALIZATION
COMMITTEE**

Draft No. 4 June 12, 1991

GUIDELINES FOR FUTURE HAMILTON TWIN CITY RELATIONSHIPS

**A PROPOSAL FROM THE HAMILTON MUNDIALIZATION COMMITTEE TO
HAMILTON CITY COUNCIL**

1. It is desirable that a potential twin city state its intent or plan for mundialization in the twinning contract that is negotiated with the City of Hamilton.
2. It is desirable that the potential twin city identify a group within its city to liaise with the Hamilton Mundialization Committee.
3. It is desirable that the premiere purpose of twinning should be promotion of grass roots or people exchanges between the cities. This will include **a)** broad support for the potential twin city relationship within the equivalent cultural community and **b)** representation and active participation of the equivalent cultural community in Hamilton on the Hamilton Mundialization Committee.
4. It is desirable that procedures and mechanisms for the presentation of proposals for twinning by interested parties to City Council be defined and formalized.
5. It is desirable that the procedures indicate the point in the selection process of a twin city when a recommendation from the Mundialization Committee is solicited.
6. It is desirable that an annual review of the City of Hamilton's activities and relationships with existing twin cities be undertaken to be used in considering proposals of new twins.
7. It is desirable that no more than two new twin cities be selected within a two-year period.
8. It is desirable that the respective responsibilities of City Hall and the Mundialization Committee for arrangements for each exchange visit be clearly defined in the planning phase of the visit.

CITY CLERK'S DEPARTMENT

MEMORANDUM

TO: Alderman D. Drury
Alderman, Ward 3
Aldermen's Office

YOUR FILE:

FROM: J. D. Thompson
Secretary
Finance and Administration Committee

DATE: 1991 August 13

SUBJECT: Guidelines for Future Hamilton Twin City Relationships

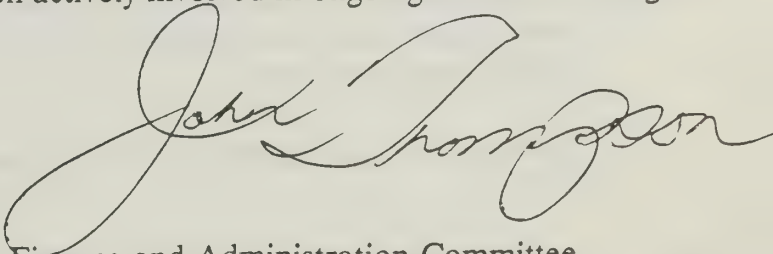
This refers to draft No. 4 of the above Guidelines dated 1991 June 12, attached hereto, which was presented to the Finance and Administration Committee at its meeting on 1991 July 25 for consideration and recommendation.

Please be advised that direction was given that draft no. 4 of the Guidelines be referred back to the Hamilton Municipalization Committee for further review with the following requests:

- (a) that, in light of extreme current budget restraints, Item 7 be revisited with the view to possibly recommending an amendment to provide that no more than one twin city would be selected within a three-year period rather than two cities within a two year period.
- (b) that consideration be given to the possibility of including a policy statement in the Guidelines which would have the effect of diplomatically terminating a twin city relationship where a city has not been actively involved in ongoing cultural exchanges for a two or three year period.

Attch.

c.c. Alderman Brian Hinkley, Chairman, Finance and Administration Committee





HAMILTON
MUNDIALIZATION
COMMITTEE

Draft No. 4 June 12, 1991

GUIDELINES FOR FUTURE HAMILTON TWIN CITY RELATIONSHIPS

A PROPOSAL FROM THE HAMILTON MUNDIALIZATION COMMITTEE TO
HAMILTON CITY COUNCIL

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4. It is desirable that procedures and mechanisms for the presentation of proposals for twinning by interested parties to City Council be defined and formalized.
5. It is desirable that the procedures indicate the point in the selection process of a twin city when a recommendation from the Mundialization Committee is solicited.
6. It is desirable that an annual review of the City of Hamilton's activities and relationships with existing twin cities be undertaken to be used in considering proposals of new twins.
7. It is desirable that no more than two new twin cities be selected within a two-year period.
8. It is desirable that the respective responsibilities of City Hall and the Mundialization Committee for arrangements for each exchange visit be clearly defined in the planning phase of the visit.

JUN 26 1991

CITY COUNCIL
HAMILTON, CANADA

Alderman I

71 MAIN STREET WEST L8N 3T4 • (416) 546-2730 • RES. (416) 545-7077

1991 June 24

Alderman Brian Hinkley
Chairman & Members of the
Finance & Administration

Dear Mr. Chairman and members:


Re: Guidelines for Future Hamilton
Twin City Relationships

Would you please note the attached minutes of the meeting of June 12, 1991 of the Hamilton Mundialization Committee concerning the Twin City relationships. Please note draft no. 3 from January 9, 1991 and the changes contained in draft no. 4 of June 12, 1991.

We would be most appreciative if the Finance and Administration Committee would review the draft guidelines and forward them onto Hamilton City Council for acceptance.

If you have any further questions or concerns regarding the Mundialization Committees suggestions, I am sure a member of the Committee would be pleased to address your Committee to share their concerns.

Sincerely,


Don Drury
Alderman, Ward 3

DD:jf

JUN 19 1991

June 18, 1991

Don Drury
Alderman
Hamilton City Hall

Dear Mr Drury:

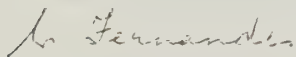
Thank you for your letter dated May 23, 1991 and the enclosed memo: from the **Finance and Administration Committee re.. Guidelines For Future Hamilton Twin City Relationships**. We were hoping that you would attend our June 12th meeting.

The Hamilton Mundialization Committee reviewed articles 4 & 5 of draft no: 3 - January 9, 1991 and felt that the references to 'ethnic communities' in articles #4 & #5 were not restrictive in that they did not contradict the primary focus of twinnings articulated in article #3 namely ...

"promotion of grassroots and people exchanges between cities".

However the committee carefully reviewed articles #4 and #5 and reworded the same to clarify their intent. Enclosed are copies of draft no: 3 and the draft no: 4 with the amended text. Please present the new draft to the Finance and Administration Committee as soon as possible.

Thank you,



Carolann Fernandes
President
Hamilton Mundialization Committee

cc Mayor Bob Morrow
Alderman Mary Kiss



HAMILTON
MUNDIALIZATION
COMMITTEE

Draft No. 4 June 12, 1991

GUIDELINES FOR FUTURE HAMILTON TWIN CITY RELATIONSHIPS

A PROPOSAL FROM THE HAMILTON MUNDIALIZATION COMMITTEE TO
HAMILTON CITY COUNCIL

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6. It is desirable that an annual review of the City of Hamilton's activities and relationships with existing twin cities be undertaken to be used in considering proposals of new twins.
7. It is desirable that no more than two new twin cities be selected within a two-year period.
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Draft No.3, January 9, 1991.

GUIDELINES FOR FUTURE HAMILTON TWIN CITY RELATIONSHIPS
A PROPOSAL FROM THE HAMILTON MUNDIALIZATION COMMITTEE TO
HAMILTON CITY COUNCIL

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2. It is desirable that the potential twin city identify a group within its city to liaise with the Hamilton Mundialization Committee.
3. It is desirable that a premiere purpose of twinning should be promotion of grass roots or people exchanges between the cities.
- ④ It is desirable that a potential twin city relationship have broad support within the equivalent Hamilton ethnic community.
- ⑤ It is desirable that the Hamilton ethnic community of a twin city be represented on the Hamilton Mundialization Committee. The representatives would be expected to participate in all activities of the Committee and to accept major responsibility in implementing exchanges between the cities.
6. It is desirable that procedures and mechanisms for the presentation of proposals for twinning by interested parties to City Council be defined and formalized.
- ⑦ It is desirable that the procedures indicate the point in the selection process of a twin city when a recommendation from the Mundialization Committee is solicited.
8. It is desirable that an annual review of the City of Hamilton's activities and relationships with existing twin cities be undertaken to be used in considering proposals of new twins.
9. It is desirable that no more than two new twin cities be selected within a two-year period.
10. It is desirable that the respective responsibilities of City hall and the Mundialization Committee for arrangements for each exchange visit be clearly defined in the planning phase of the visit.

CORPORATION OF THE CITY OF HAMILTON

MEMORANDUM

TO: Alderman D. Drury

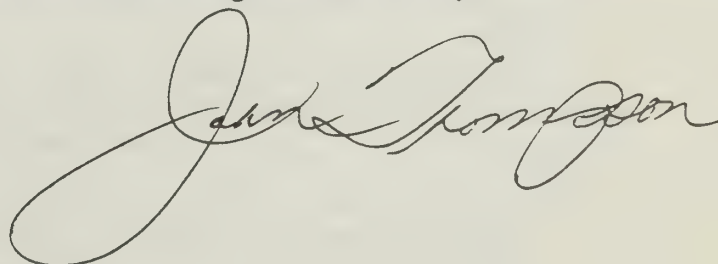
FROM: Mr. John Thompson, Secretary
Finance & Administration Committee PHONE: 546-2747

SUBJECT: GUIDELINES FOR FUTURE HAMILTON DATE: 1991 April 30
TWIN CITY RELATIONSHIPS

This refers to your report of 1991 April and the recommendations from the Hamilton Mundialization Committee concerning the subject matter which were presented to the Finance and Administration Committee at its meeting held 1991 April 25 for consideration and recommendation.

This is to inform you officially that following consideration, the Finance and Administration Committee directed that the proposed guidelines be referred back to the Mundialization Committee for further review and clarification.

As you will recall, it was the general consensus of the Committee that the proposed guidelines in their present context are too restrictive and discriminatory, particularly with respect to the reference made in Sections 4 and 5 regarding the ethnic community and representation. The Committee feels the guidelines should be general and very broad in scope.



c.c. Alderman B. Hinkley, Chairman, Finance and Administration Committee



CITY COUNCIL
HAMILTON, CANADA

ALDERMAN BRIAN HINKLEY

APR 12 1991

Alderman Don Drury

71 MAIN STREET WEST L8N 3T4 • (416) 546-2730 • RES. (416) 545-7077 - WARD 3

Memorandum

TO: Alderman B. Hinkley, Chairman
& Members of Finance & Administration Cttee.

YOUR FILE:

FROM: Mr. Don Drury
Alderman, Ward 3

OUR FILE:
PHONE: (416) 526-2730

SUBJECT: Guidelines for Future
Hamilton Twin City Relationships

DATE: 1991 April 11

As one of your representatives on the Hamilton Mundialization Committee I am pleased to provide you with the attached recommendations from the Hamilton Mundialization Committee concerning Guidelines for Future Hamilton Twin City Relationships.

The members of the Hamilton Mundialization Committee would be most appreciative if the Finance and Administration Committee and Hamilton City Council considers and adopts the proposal.

If any of the members require clarification, please do not hesitate to contact me.

DD:jf

Attach.

GUIDELINES FOR FUTURE HAMILTON TWIN CITY RELATIONSHIPS
A PROPOSAL FROM THE HAMILTON MUNDIALIZATION COMMITTEE TO
HAMILTON CITY COUNCIL

1. It is desirable that a potential twin city state its intent or plan for mundialization in the twinning contract that is negotiated with the City of Hamilton.
2. It is desirable that the potential twin city identify a group within its city to liaise with the Hamilton Mundialization Committee.
3. It is desirable that a premiere purpose of twinning should be promotion of grass roots or people exchanges between the cities.
4. It is desirable that a potential twin city relationship have broad support within the equivalent Hamilton ethnic community.
5. It is desirable that the Hamilton ethnic community of a twin city be represented on the Hamilton Mundialization Committee. The representatives would be expected to participate in all activities of the Committee and to accept major responsibility in implementing exchanges between the cities.
6. It is desirable that procedures and mechanisms for the presentation of proposals for twinning by interested parties to City Council be defined and formalized.
7. It is desirable that the procedures indicate the point in the selection process of a twin city when a recommendation from the Mundialization Committee is solicited.
8. It is desirable that an annual review of the City of Hamilton's activities and relationships with existing twin cities be undertaken to be used in considering proposals of new twins.
9. It is desirable that no more than two new twin cities be selected within a two-year period.
10. It is desirable that the respective responsibilities of City hall and the Mundialization Committee for arrangements for each exchange visit be clearly defined in the planning phase of the visit.

CORPORATION OF THE CITY OF HAMILTON

MEMORANDUM

TO: John Thompson, Secretary
Finance and Administration Committee
City Clerk's Department

YOUR FILE:

FROM: Tina Agnello, Secretary
Football Hall of Fame and Museum
Management Committee

OUR FILE:
PHONE: 546-2729

SUBJECT: Football Hall of Fame Building
- Lease Renewal - Hamilton Municipal
Employees' Credit Union Limited

DATE: 1992 January 2

Please be advised that at the Football Hall of Fame and Museum Management Committee meeting of December 23, 1991, the Committee did not concur with the lease renewal terms as outlined in Section 26 of the NINETEENTH Report of the Finance and Administration Committee adopted by City Council 1991 October 29, a copy of which is attached hereto as Exhibit "A".

In lieu of the foregoing, the Management Committee passed the following resolution and requires that the lease between the two parties be executed under the following terms and conditions:

- (a) That the City of Hamilton renew the lease at 50 Jackson Street West with the Hamilton Municipal Employees' Credit Union Limited for a period of five (5) years commencing November 2, 1991 and terminating on November 1, 1996.
- (b) That the Mayor and City Clerk be authorized to execute a lease document satisfactory to the City Solicitor.
- (c) That rent payable to the Football Hall of Fame be established on the following basis:

Rent payment be adjusted and commence on the second day of November 1991 at a rental of \$6,666.66 per month or \$80,000. per year inclusive of realty taxes which are \$19,254. for 1991.

John Thompson, Secretary
Finance and Administration Committee
City Clerk's Department
Page 2
1992 January 2

In addition to rent paid by the Hamilton Municipal Employees' Credit Union Limited, they are also responsible for their share of the operating costs over the base year 1991.

- (d) That the lease provide for a one year notice clause for either party for vacation of the premises.

All amounts payable shall be deemed to be additional rent.

Tina Agnello
Jan 2

cc: President and Board, Hamilton Municipal Employees' Credit Union
Alderman D. Ross
Alderman D. Agostino
Alderman F. Eisenberger
E. Chalupka, Managing Director, Canadian Football Hall of Fame and Museum
E. Matthews, City Treasurer, Treasury Department
D. Vyce, Director, Property
P. Noe Johnson, City Solicitor, Law Department
K. Avery, City Clerk, City Clerk's Department

Subjoined is a true copy of Item 26 of THE NINETEENTH Report of the Finance and Administration Committee as adopted by City Council at its meeting held 1991 October 29.

26. (a) That the City of Hamilton renew the lease at 50 Jackson Street West with the Hamilton Municipal Employees' Credit Union Limited for a period of five (5) years commencing 1991 November 2, and terminating on 1996 November 1.

(b) That the Mayor and City Clerk be authorized to execute a lease document satisfactory to the City Solicitor.

(c) That the rent be established on the following basis:

Effective 1991 November 1 a 25.3% increase or \$12,000 per year.
Annual rent \$59,449.96.

Effective 1992 November 1 a 11.5% increase or \$6,833.33 per year.
Annual rent \$66,283.29

Effective 1993 November 1 a 10.3% increase or \$6,833.33 per year.
Annual rent \$73,116.62

Effective 1994 November 1 - 1996 November 1 a 9.4% increase or \$6,883.38 per year. Annual rent \$80,000.

The last two years of the lease will have the same rent at \$80,000. per year or \$16.00 per square foot of space occupied.

In addition to rent paid by the Hamilton Municipal Employees' Credit Union Limited, they are also responsible for their share of the operating costs over the base year 1991.

All amounts payable shall be deemed to be additional rent.

(d) That the foregoing lease renewal terms be approved conditional upon the concurrence of the Football Hall of Fame Management Committee.

6.6

CORPORATION OF THE CITY OF HAMILTON

MEMORANDUM

TO: John Thompson, Secretary
Finance and Administration Committee

YOUR FILE:

FROM: Tina Agnello, Secretary
Football Hall of Fame and Museum
Management Committee

OUR FILE:
PHONE: 546-2729

SUBJECT: Chief Administrative Officer's report
dated December 10, 1991 regarding
Canadian Football Hall of Fame and
Museum leasing to tenants

DATE: 1992 January 3

Please be advised that at their meeting of December 23, 1991, the Canadian Football Hall of Fame and Museum Management Committee endorsed the above-noted report.

Agall

cc: J. Pavelka, Acting C.A.O.
Chairperson D. Ross
Chairperson D. Agostino
Chairperson F. Eisenberger
E. Chalupka, Managing Director, Football Hall of Fame and Museum
D. Vyce, Director, Property Department
E. Matthews, City Treasurer
P. Noe Johnson, City Solicitor

CITY OF HAMILTON
- RECOMMENDATION -

7. (a)

DATE: 1991 December 13

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. L. Sage
Chief Administrative Officer

SUBJECT: Information Systems Committee

RECOMMENDATION:

That the Finance and Administration Committee, on behalf of the City, assume the duties and responsibilities presently held by the Information Systems Committee.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: N/A

BACKGROUND:

At its meeting held 1987 December 8, City Council adopted Section 1 of the Twenty-first Report of the Finance Committee creating a Joint City and Region Systems Department and a Special Joint Co-ordinating Committee known as the Information Systems Committee.

At its meeting held 1991 November 5, Regional Council adopted Chairman's Report 18-91 which proposed modifications to the Regional Standing Committees - thereby creating the Administrative Services Committee, which will assume the duties of the Information Systems Committee with respect to the Region. Any recommendations from staff respecting Information Systems will be referred directly to the Administrative Services Committee for consideration and subsequent report to Regional Council.

In light of this change by Regional Council, it is recommended that the Director of Information Systems report directly to the Finance and Administration Committee and that the Information Systems Committee be abolished.

7. (b)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 December 10

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. Lou Sage
Chief Administrative Officer

SUBJECT: Canadian Football Hall of Fame and Museum
Leasing to tenants

RECOMMENDATION:

That future leasing of space in the Hall of Fame building be administered and handled by the corporation known as the Canadian Football Hall of Fame and Museum and that the following actions be implemented to give the Hall of Fame this authority.

- a) That the City lease the Hall of Fame building to the Canadian Football Hall of Fame and Museum for the balance of the 50 year term of the City's present Agreement with the C.F.L. dated July 15, 1968. The proposed Lease would have a term of 27 years - expiring on July 14, 2018 and be on the same financial terms as the City's Agreement with the C.F.L. regarding the joint Hall of Fame Management Committee and the Hall of Fame building.
This Lease would also have the advantage of enabling the Hall of Fame as Lessee to sublease in its name directly to Tenants with no further Council approval.
- b) That the Canadian Football Hall of Fame and Museum's Letters Patent be amended to require the majority of its directors to be appointed by the City of Hamilton and the balance of its directors to be appointed by the Canadian Football League, to a maximum of 12 directors (identical to the composition of the present City/C.F.L. Joint Management Committee - this majority would maintain the City's interest in the building).
- c) That the Hall of Fame's subleasing to tenants commence after the foregoing matters are completed and providing the C.F.L. enters into an Amending Agreement with the City to approve the proposed City Lease to the Hall of Fame and Museum.

L. Sage,
Chief Administrative Officer

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The City's responsibility for costs under this recommendation will remain the same as the costs now payable by the City under its July 15, 1968 Agreement with the Canadian Football League.

BACKGROUND:

At Council's meetings held on September 24, 1991 and October 29, 1991 proposed leases in the Hall of Fame Building to the Hamilton Municipal Employees Credit Union and to the Press Club were referred to the Finance and Administration Committee. On October 24, 1991 your Committee directed me to attempt to mediate differences between the Hall of Fame Management Committee and the Press Club regarding renewal of its lease and its rental rate. I have met with representatives of the Press Club, the Credit Union and the Manager of the Hall of Fame, Mr. E. Chalupka.

Council has been advised by the Law Department that as a result of the City's 1968 Agreement on the Hall of Fame with the C.F.L., the City as Trustee of the Hall of Fame building is required to adopt decisions of the Joint City/C.F.L. Management Committee in the City's leases. As there is therefore no discretion in Council but to approve those decisions of the Joint Management Committee, the above recommendation is made to formally lease the Hall of Fame to the Canadian Football Hall of Fame and Museum to give the company full authority to directly sublease this building on terms the Hall of Fame and Museum may determine. As a result of this City Lease to the Hall of Fame and Museum it would no longer be necessary for the present Joint City/C.F.L. Hall of Fame Management Committee to request the City as Trustee to adopt the Management Committee's decisions.

The City's interests in the Hall of Fame will be maintained as they have in the past by the recommendation set out above that a majority of directors of the Lessee, the Canadian Football Hall of Fame and Museum be appointed by Council.

As this recommendation would re-arrange the legal framework for management of the Hall of Fame building, it is recommended that this also be conditional upon the approval of the C.F.L. in an Amending Agreement with the City.

cc: Canadian Football Hall of Fame Museum Committee
Attention: Mr. E. Chalupka
cc: Mr. D. W. Vyce, Director of Property
cc: Mr. E. C. Matthews, City Treasurer
cc: Ms. P. Noé-Johnson, City Solicitor

CITY OF HAMILTON

NOV 11 1991 - RECOMMENDATION -

8. (a)

DATE: 1991 October 28

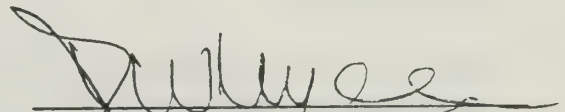
REPORT TO: J. D. Thompson, Secretary
Finance and Administration Committee

FROM: D. W. Vyce
Director of Property

SUBJECT: Former West Avenue School

RECOMMENDATION:

1. That the former West Avenue School Property be made available for occupancy by the Social Planning and Research Council and the Self Help Centre.
2. That the Director of Property be authorized to continue negotiating an agreement with the S.P.R.C. and the Self Help Centre, governing their proposed occupancy and covering such issues as term, rental payments, operating cost responsibility and capital improvement responsibility.


D. W. Vyce

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

See above recommendation.

BACKGROUND:

During the early summer months of this year, the City received proposals from non-Profit, social, charitable and community service organizations for the use of the former West Avenue School, in response to a proposal call advertised in the Hamilton Spectator. City Council had previously expressed a desire to retain this architecturally significant building and make it available for use for non-profit groups.

The City received eleven (11) proposals within the prescribed time limit. The proponents requiring a variety of space from one room to the entire school, are listed below:

- (1) Conqueror II Drum & Bugle Corps
- (2) Catholic Family Services of Hamilton-Wentworth
- (3) Association de Habla Hispana de Hamilton
- (4) Hamilton Wentworth Region Senior Talent Bank
- (5) Council on Suicide Prevention, Hamilton & District

- (6) Social Planning & Research Council - Self Help Committee
- (7) Ontario Genealogical Society - Hamilton Branch
- (8) Multiple Sclerosis Society of Canada - Hamilton & District Chapter
- (9) Hamilton & Region Arts Council
- (10) Canadian Orpheus Male Choir

A Committee consisting of Alderman G. Copps, Mr. Kevin Nutley, Real Estate Division, Ms. Nina Chapple, Planning Department, and Mr. D. Vyce, Property Director, reviewed all of the submissions received. The submissions could basically be categorized into two divisions--social uses and arts uses.

Upon analyzing all of the submissions, the Committee concluded that in depth interviews were warranted involving two proponents:

- (a) The Hamilton & Region Arts Council and;
- (b) Social Planning & Research Council - The Self Help Committee

Both groups accepted our invitation for an interview.

Arts Council

The Arts Council proposed to lease the entire school and utilize the space for the establishment of a multi-purpose cultural facility to be occupied by arts tenants for art exhibition/performance space, arts administration/meeting space, arts rehearsal/preparation space, arts education space, studios, work and storage space. The Arts Council informs us that sixteen (16) various arts organizations have expressed an interest in using the space on a regular/occasional basis. The Arts Council, in their proposal had indicated that they could pay the City rent in the sum of \$43,000 per annum. The payment of rent to the City is based on revenues projected from the users of the space. I frankly believe the Arts Council would find it difficult to realize the revenues stated and in speaking to them, feel that more discussion would be required in this regard.

Self Help Centre - Social Planning & Research Council

The Social Planning & Research Council made a proposal to utilize the entire building to establish a Self Help Centre which would foster the development of Self Help groups, and provide centralized office support functions such as supplies, photocopying and postage. The facility would also serve as an "incubation" centre for needed services in Hamilton.

The Committee has discussed the Self Help Group concept with both the proponents and the Region's Commissioner of Social Services so that we could gain a full appreciation of the proposal.

Self Help groups represent the fastest growing sector of support for residents of the City of Hamilton, with a wide variety of personal and or social problems. These services represent

an alternative and complement to existing agency-based services. Self Help Groups are more economical in providing a service; Governments cannot afford to provide all services.

Individual Self Help Groups generally speaking have little or no budgets and do not qualify for "traditional government fundings". An umbrella organization (Self Help Centre) as proposed, with a Separate Board of Directors, I am given to understand would however qualify for "traditional funding".

With the approval by Council of the concept of creating a Self Help Centre in West Avenue School, the organization would then pursue with a vengeance this "traditional government funding" in order to make the Centre become a reality. At the moment, rental payments to the City have not been addressed, and will not until the group's financing package is in place.

An added feature to this proposal is the fact that the Board of Directors of the Social Planning & Research Council has empowered their officers to negotiate a tenancy for the Council with the Self Help Centre. In other words, the S.P.R.C. is prepared to move their headquarters from James St. South to West Avenue School as part of their on-going support of the Self-Help movement.

Conclusion

First of all the Committee wishes to recognize the quality of submissions entered by the Arts Council and Self Help Centre. Both proposals were extremely worthy of our consideration. Unfortunately both could not be housed in the building because of physical constraints.

Following a complete analysis of the proposals, the Committee unanimously agreed to recommend to Council that the former West Avenue School property be made available to the Self Help Centre for their purposes. The Committee was, to say the least, impressed by the concept. The Committee also was pleased to see that the S.P.R.C. was prepared to occupy the premises, thereby lending additional credibility to the proposal and a source of rental revenue to the City.

There are a number of issues which still must be addressed before a planned occupancy date of August 1992 (upon the expiry date of the lease of space of the S.P.R.C. on James St. South), namely:

- (1) rental payments
- (2) operating costs
- (3) sources of funding
- (4) zoning
- (5) capital improvements to the building to permit the use intended
- (6) tax or tax exempt status

J. D. Thompson
1991 October 28
Page 4

Over the next few months, assuming you concur with our recommendation, we will address the issues listed above and report back to the Finance & Administration Committee with further recommendations.

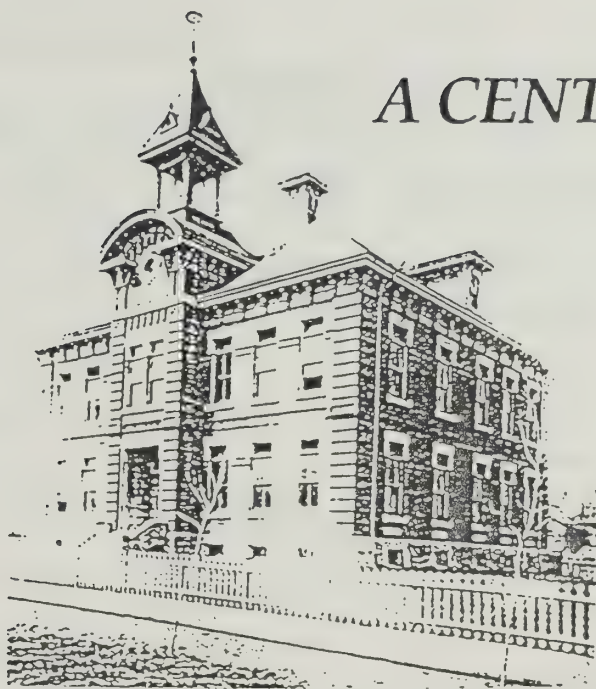
I would like to address the question of rent for one moment. While rental payments are important in this instance, it is only one criteria used in judging a proposal. City Council directed the building be made available to non-profit charitable and social agencies and accordingly, recognized inherent in this decision, is the inability of many groups to pay a sizeable amount of rent. For the information of the Committee, Theatre Aquarius paid the City, rent in the sum of \$32,000 per annum. The cost to the City of operating West Avenue School in 1991 is estimated to be \$73,930.

Attachments

c.c. Alderman G. Copps, Alderman, Ward 4
L. Sage, Chief Administrative Officer
K. Nutley, Senior Property Officer, Real Estate Division
R. Swan, Manager, Building Operations & Maintenance Division
M. Watson, Manager, Real Estate Division
N. Chapple, Architectural Historian, Planning & Development

(2719)

A CENTRE FOR THE ARTS
IN HAMILTON



WEST AVENUE SCHOOL

*The Hamilton and Region
Arts Council*

WEST AVENUE SCHOOL PROPOSAL

TABLE OF CONTENTS

- I The Arts in Hamilton.
- II The Hamilton and Region Arts Council.
- III Existing facilities for the Arts in Hamilton.
- IV Arts Facility Needs.
- V West Avenue School.
- VI Space allocation and prospective tenancies.
- VII Benefits to the Community.
- VIII Budget.
- IX Appendices.

(This proposal was a
collaborative effort
by Bob Mason, HAI, and
Liz Robinson, HARAC.)

THE ARTS IN HAMILTON

"What artists do, through the works they leave us, is to act as as exemplars of human achievement - assuring us that those who have gone before have done great things, and that it is in us to do great things, too ... " *

The arts scene in Hamilton consists of a thriving nucleus of more than one hundred arts organizations, both professional and avocational, working in each of the six disciplines: visual arts, crafts, music, theatre, dance, literary.

Hamilton is also home to a great number of individual artists, those who work to make a living in this community as a professional and those who use their artistic talent to enrich their leisure time.

Together, the arts organizations and individual artists in Hamilton have created a quality of life for Hamilton's citizens that is the envy of most Canadian cities of a similar size.

The arts have also contributed to Hamilton in a significant economic way. Studies have shown the enormous amount of economic benefits flowing to the community from the events and activities produced by local arts organizations (please see attachment #1, Economic Impact Study, 1991)

* Mavor Moore

THE HAMILTON AND REGION ARTS COUNCIL

Founded in 1969, the Arts Council was established to encourage the participation of all Hamilton's citizens in the cultural life of their community.

The Council has a membership roster consisting of more than 500 individual artists and patrons of the arts as well as more than 100 local arts organizations.

The Council organizes programmes and activities such as the CKOC/K103 Arts Hamilton Exhibition, Stelco Steel Exhibition, Dofasco's Designer Crafts, and the Hamilton Spectator's Spectator Gallery. The Council organizes an annual three-day Literary Festival in co-operation with the Hamilton Public Library.

Through the Arts Council, the local theatre community presents an annual award - The Elsie Award in Theatre - to an individual who has made outstanding contributions to the development of theatre in the community.

The Arts Council publishes ArtsBeat, a monthly newspaper, and the Arts Directory, a directory of local galleries, theatres, and other cultural facilities in this area.

The Arts Council contributes to municipal arts development by actively participating with other arts representatives and institutions on the Arts Advisory Sub-Committee.

III EXISTING FACILITIES FOR THE ARTS IN HAMILTON

New Homes in Old Spaces: A 'snapshot' inventory of current facilities used by arts organization in Hamilton reveals one common element: whether we are looking at the visual arts or the performing arts, the arts community has been very successful in renovating older homes, churches, halls, and old warehouses or former small industrial sites into centres of local arts activity.

The Players' Guild operates from an elegant mansion on Queen St. South; Hamilton Theatre Inc. renovated an old church hall on MacNab St. North; Dundas Valley School of Art is located in an old industrial building; the Hamilton Artists' Inc. is based in a three-floor store front building on James St. North; Creative Arts turned an old warehouse into a small performance venue and the headquarters for The Winter and Summer Festival of Friends as well as the Earthsong Festival. These are only a few examples of the important role played by the arts in preserving our city's architectural heritage.

Many churches in the area serve as meeting places for local craft guilds; church basements have turned into affordable rehearsal halls for the Symphony, local Choral groups, and fledgling theatre companies.

III EXISTING FACILITIES (cont'd.)

City-owned Arts Facilities: Well known as Hamilton's premiere arts facility, Hamilton Place houses a 2500 seat main stage theatre, a 350 seat second stage performance and rehearsal space, as well as suites of administrative offices currently occupied by local arts organizations. The Art Gallery of Hamilton is a public institution which serves both as a museum containing an extensive collection of national and international art, and as an exhibition gallery featuring displays of art by local artists and artists of national and international renown. The Hamilton Public Library serves a wide variety of Hamilton's cultural needs. Aside from its primary mandate as a library, the Hamilton Public Library schedules small performances in its main activity areas, art exhibitions on the first floor and in a new space on the fifth floor and it has become the centre of many other activities of a cultural or multicultural nature.

Sir John A. MacDonald School has a 1000 seat proscenium stage theatre which it makes available to local community theatres such as the Player's Guild and Hamilton Theatre Inc. for their season's performances.

Whether it is new homes in old spaces adapted by the groups on their own initiative or publicly-funded community facilities used by the arts, Hamilton has a well-established tradition of arts facility support.

IV ARTS FACILITY NEEDS

Having just listed only a portion of the arts facilities that exist in and around Hamilton, the question remains: why does the arts community seek yet another space to accomodate its needs?

The answer to this question is perhaps best given by the arts groups themselves.

In January and February 1991 the Arts Council undertook a survey of arts facility needs in preparation for this proposal. A questionnaire was sent out to 54 local arts and crafts groups requesting information on their current and future space requirements, the type of space needed, the amount of space required and, more directly, whether or not they were clearly interested in occupying space in the West Avenue School. Of the 54 organizations surveyed, 22 responded by completing and returning the questionnaire.

While a number of respondents were not interested, 16 organizations indicated their intent to use space in West Avenue School, if it becomes available. Nine of the fifteen organizations indicated their interest in leasing permanent space and seven indicated an interest in renting space on a regular or occasional basis, for activities such as workshops, regular meetings, poetry readings, storage and rehearsals.

IV ARTS FACILITY NEEDS (cont'd.)

In total, the requirements in Hamilton for permanent arts space amounts to 16,250 sq. ft. Although West Avenue School cannot accomodate the full extent of these requirements, the study does highlight the need in Hamilton for a working artists' centre which will bring together a community of both professional and avocational arts organizations in one single, affordable location.

With a few exceptions, many arts organizations are currently housed in relative isolation from each other, repeating independently many of the same management and administrative functions. They are housed in facilities that are either overly expensive or cramped and often with substandard services. Staff and volunteers of some organizations, for example, have inadequate washrooms, no hot water and poor heating systems. These basic necessities are the prerequisite for any workplace.

RESULTS OF FACILITY STUDY

NAME OF ORGANIZATION	TYPE OF SPACE REQUIRED	AMOUNT OF SPACE REQUIRED	CURRENT PLACE OF OCCUPANCY
Bach Elgar Choir	<u>Permanent</u> admin., rehearsal, meeting, storage	750 sq. ft. plus auditorium	Hamilton Place
Hamilton Philharmonic Orchestra	<u>Permanent</u> admin., rehearsal, meeting, storage	3,000 sq. ft. plus auditorium	Hamilton Place
Hamilton Artists' Inc.	<u>Permanent</u> exhibition, admin. meeting, storage	3,000 sq. ft.	143 James St. North
Canadian Orpheus Male Choir	<u>Permanent</u> rehearsal, meeting, storage, admin.,	1,800 sq. ft.	No permanent headquarters
Dundas Valley School of Art	<u>Permanent</u> instruction/workshop (required in 1992 for expanded programme.)	2,400 sq. ft.	21 Ogilvie St. Dundas
Akatun Cultural Movement	<u>Permanent</u> admin., workshop/re- hearsal meeting, storage	1,000 sq. ft.	No permanent headquarters
Hamilton & Region Arts Council	<u>Permanent</u> admin. meeting/wkshp. storage	1,000 sq. ft.	Hamilton Place
Symphony Hamilton	<u>Permanent</u> admin., storage, rehearsal	300 sq. ft.	No perm. headquarters
Hamilton Ballet School	<u>Permanent</u> instruction, rehearsal, performance	3000 sq. ft.	627 Main St. East
TOTAL PERMANENT SPACE REQUIRED BY LOCAL ARTS ORGANIZATIONS - 16,250 SQ. FT.			

FACILITY STUDY (cont'd.)

Prospective Users on Regular or Occasional Basis

The following groups indicated an interest in utilizing space for rehearsals in the auditorium, regular meetings, and storage:

1. The John Laing Singers
2. The Women's Art Association
3. The Hamilton Leathercraft Guild
4. Toy Town Troupers
5. Geritol Follies
6. Tower Poetry Society
7. Escarpment Group of Painters

V WEST AVENUE SCHOOL - THE PROPOSAL

Background: In 1986 the Arts Task Force for the City of Hamilton identified, among many other things, the great need on the part of the arts community for affordable space. This need was later reaffirmed by the Arts Advisory Sub-Committee and addressed in one of the recommendations put forward in Hamilton's Municipal Arts Policy which was approved by City Council in October 1989. The direction outlined in this recommendation was again affirmed by Council in February 1990, in the following report: *"Please be advised that Hamilton City Council at its meeting held Tuesday 1990 February 13 Approved in Section 9 of the Second Report for 1990 of the Parks and Recreation Committee as follows: That a shared use of space arrangement be promoted for various arts organizations (e.g. HARAC, HAI, NIIPA) in a multi-purpose facility. The uses of the facility would include:*

offices

meeting rooms

studio work spaces

exhibition/performance spaces

rehearsal space

The above noted recommendation of the Arts Advisory Sub-Committee was based on the expressed needs of several interest groups in the

THE PROPOSAL (cont'd.)

in the arts community. The essence of the issue was incorporated as a strategy in the "Policy for the Arts".

The Proposal: On behalf of the local arts groups who have indicated a serious interest in West Avenue School and conjointly with the Arts Advisory Sub-Committee and the Department of Culture and Recreation, we propose that West Avenue School continue to serve the community as an arts facility after Theatre Aquarius moves to its new location.

In the anticipation of receiving the support and endorsement of the Arts Advisory Sub-Committee and the Department of Culture and Recreation, the Arts Council proposes to lease the West Avenue School building from the City of Hamilton and to utilize the space for the establishment of a multi-purpose cultural facility to be occupied by the prospective arts tenants who have identified themselves in the above study.

The Rationale: Across Canada many cultural organizations have found suitable facilities in old buildings that have outlived their original purpose. This has resulted not only in the provision of much needed space for performances, exhibitions and artists' workplaces but has also been a major force in preserving our architectural

The Rationale (cont'd.)

heritage.

The spaces in many of these buildings are often quite compatible with the needs of cultural programmes. The basic facility requirements of arts organizations can be met in a building such as West Avenue School, with its large open spaces, good access, and reasonable cost. Adapting an old building to the facility needs of arts and culture can offer an economical, feasible solution to the problems faced by local arts organizations and individual artists.

The development of renovated facilities for arts use in any municipality had many positive effects on the community. The establishment of a cultural centre in Hamilton will stimulate the development of new cultural programmes, generate new audiences, be a focal point in the redevelopment of a rundown urban area and improve efficiency of management through the sharing of many administrative functions.

Facility Management: The Arts Council proposes to act as the principal lessee in relation to the City of Hamilton. The Council will fulfill the role of facility co-ordinator, liaising directly with the City of Hamilton on behalf of the sub-tenants with respect to issues such as lease agreements, rent payments, rent-ups, maintenance, and other

Facility Management (cont'd.):

physical plant concerns.

By the same token, as one among equals, the Council will establish a Tenants' Committee, consisting of representatives from each of the tenant organizations, which will serve as the management infrastructure for the building. Through this Committee, each tenant organization will have decision-making input in the overall operational functions of the facility. Conversely, each tenant organization will have full autonomy and independence with respect to its own internal programming or operational activities.

VI SPACE ALLOCATION AND PROSPECTIVE TENANCIES

A number of prospective tenant groups have examined the building and have found it suitable to their needs without changes to the existing structure. The consensus is the building is well suited to a variety of needs. The original eight room school was substantially enlarged in 1921 with the addition of a rear annex and again in 1952 with the addition of a gymnasium. Today the school consists of approximately 16,300 square feet with the gymnasium adding another 3,200 square feet. The gymnasium with its stage lends itself to small performance/exhibition space or dance studio. Main floor classrooms are suitable for office/exhibition space and the workshop spaces in the newer wing (1921) of the school lend themselves to studio/instruction spaces for visual artists. Storage space is also plentiful - a much needed commodity.

In summary, the West Avenue School will be used by its prospective tenants for the following purposes:

- * Arts exhibition/performance space
- * Arts administration/meeting space
- * Arts rehearsal/preparation space
- * Arts education space
- * Artists' studios and work space
- * Storage space

VII BENEFITS TO THE COMMUNITY

One of the principal reasons for devoting a single building to a clustering of related organizations is to rationalize resources, both human and physical. Many functions can be taken over by a management team and equipment like computers and photocopy machines, audio-visual equipment, switchboard and reception duties and postage metering machines can be made available for co-operative use.

Other benefits of being located in a shared facility include initiatives such as co-ordinated joint mailings, collaborative marketing campaigns and joint promotional events as well as collaborative educational programmes.

Although the location of West Avenue School is at the far edge of the core of the City, the fact that a number of arts organizations would occupy the building means that each would feed the other with audience activity. The available parking facilities are an asset, and proximity to the General Hospital means a potentially new audience may influence programming initiatives. Theatre Aquarius has already established a harmonious relationship with the neighbourhood, one that the arts community would wish to continue, particularly by accomodating the parking needs of neighbouring residents.

VII BUDGET

EXPENSES

Annual rent to City of Hamilton	\$43,000.*
GST	3,010.
Annual operating expenses	
Cleaning	7,000.
Security	5,000.
Interior repair/maintenance	13,000.
TOTAL ESTIMATED OPERATING EXPENSES	\$71,010.

REVENUES

Total net assignable space - 10,752 sq. ft.
Rental rate - \$7.00 per square foot

Rental rates (100% occupancy)	\$75,264.
GST	5,268.
Additional income from regular/occasional rental of space (est. \$220./mo. x 12 mos.)	2,640.
TOTAL INCOME BASED ON 100% OCCUPANCY	\$83,172.
TOTAL INCOME BASED ON 90% OCCUPANCY (ONE CLASSROOM VACANT)	\$76,197.
TOTAL INCOME BASED ON 80% OCCUPANCY (TWO CLASSROOMS VACANT)	\$69,222.

*Estimate based on current rental rates

EXECUTIVE SUMMARY

ECONOMIC IMPACT OF THE ARTS
ON
THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

- * The estimated total economic impact of the arts industry in Hamilton-Wentworth amounts to \$64,585,000.
- * Approximately 688,000 people attended the 988 cultural events staged by the thirteen arts organizations surveyed in the Hamilton-Wentworth Region.
- * The study reported that 1384 volunteers participated in the thirteen arts organizations, contributing an estimated 61,600 hours of community service.
- * A total of 83 full-time jobs, 33 part-time jobs, and 471 contract positions were reported by those surveyed.

METHODOLOGY

Data for the study was collected from 13 arts organizations, representing all disciplines.

Data reported was based on their most recent season (1989-90).

It was estimated that the 13 major arts organizations surveyed represent conservatively 80% of the impact of the arts on this region.

The questionnaire was adapted from one developed for the Ontario Association of Art Galleries in co-operation with the Ontario Federation of Symphony Orchestras and the Toronto Theatre Alliance.

The multiplier used to measure primary direct economic activity was 3.

The multiplier used to measure primary indirect economic activity was 3.5.

This study was commissioned by the Hamilton and Region Arts Council.

The study was completed by the McMaster MBA Small Business Consulting Service, August 13, 1990.

Faculty Advisor: Mr. Marvin Ryder

The Hamilton and Region Arts Council

STATEMENT OF PURPOSE

The Hamilton and Region Arts Council is a non-profit arts organization dedicated to serving the community and its artists as an advocate for the arts and as a forum for promoting the arts in the Region of Hamilton-Wentworth.

Goal

To encourage a deeper appreciation for the arts in a large community of mixed cultural standards and aesthetic values.

Objectives

- To develop audiences for artists by presenting to the public creative works that demonstrate the quality of artistic production in this area.
- To promote public awareness of arts and entertainment opportunities available to the community served by the Arts Council.
- To determine the needs of the community for ongoing educational, entertainment, and leisure activities that involve the arts and to plan programmes to meet those needs.

Goal

To be a forum for communication and co-ordination among member arts groups, individual artists and disciplines.

Objectives

- To maintain the network of arts organizations and individual artists, both professional and non-professional.
- To foster shared planning of cultural events; to conduct programmes of educational and cultural interest to audiences and artists alike.
- To provide and maintain an accessible resource centre for the exchange and public dissemination of arts and cultural information.

Goal

To express the interests of the artistic community on public issues in the role of advocate for the arts.

Objectives

- To initiate as is appropriate, surveys, studies and evaluations in order to identify the needs of the artistic community and its individual members and to be prepared to respond to or advocate on behalf of the community on cultural issues of public concern.
- To collect, maintain and examine information on public grant availability, levels of funding allocation, and other sources of financial support for artists.
- To educate the public on the economic strength and the contribution to quality of life brought to the community by the arts.

**A PROPOSAL TO DEVELOP A SELF-HELP CENTRE
WITHIN WEST AVENUE SCHOOL**

**Submitted to
The City of Hamilton
by
The Self-Help Centre Steering Committee**

September, 1991

A PROPOSAL TO DEVELOP A SELF-HELP CENTRE
WITHIN WEST AVENUE SCHOOL

PURPOSE:

To foster the development of self-help groups and small social service agencies in Hamilton-Wentworth through the development of a facility which would:

a) provide office space and meeting space for participating groups.

*increasing of
budget*

b) provide centralized office support functions such as supplies, photocopying and postage.

Through the provision of these supports, the facility will serve as an "incubation" centre for needed services in Hamilton-Wentworth.

BACKGROUND

Self-help groups represent the fastest growing sector of support for residents of the City of Hamilton with a wide variety of personal/social problems. These services represent both an alternative to and a complement to existing agency-based services.

Self-help groups meet together on a regular basis and provide the participants with an opportunity to discuss problems and solutions with other members who have experienced similar problems. As such, they provide a system of mutual support which has proven to be effective in assisting persons in the resolution of a variety of problems.

As one component of the overall social support system in the City of Hamilton, self-help groups play a critical role in a number of ways:

1) The provision of support services to individuals for whom formal services are not available.


2) The provision of support services to individuals who have problems accessing formal services because of extensive waiting lists.

3) The provision of services to individuals who prefer the self-help modality to traditional counselling services.

4) The provision of follow-up support services to individuals who have been discharged from formal community services.

A survey of self-help groups, which was undertaken by the Social Planning and Research Council in 1988, indicated that the primary obstacles to the further development of self-help groups in the City were problems of a financial and administrative nature. Many of the groups operated with little or no financial resources and a considerable amount of group time was devoted to arranging meetings, locating space and other administrative functions. This caused a high level of "burn-out" among key group members and limited the ability of many groups to fulfil their central role of mutual-support provision.

They were also limited in their ability to secure funds by the requirement that grant recipients be incorporated as non-profit, charitable corporations. Funders were also concerned about the number of requests that they were receiving from a wide variety of groups and the potential duplication of resources which can result.

 As a result of these issues, the concept of a Self-Help Centre was developed. This Centre would be capable of receiving funding as a charitable non-profit corporation on behalf of a large number of groups. In this way, the groups could be provided with administrative/overhead support in an efficient and co-ordinated manner.

The Centre could also make low-cost space available to small service agencies which lack sufficient resources to rent space on the commercial market.

DEVELOPMENTAL STRUCTURE

During the developmental phase of this project, four committees will be developed to work with the Steering Committee. The functions of these committees are defined below:

- 1) Steering Committee
- 2) Program Committee
- 3) Facility Committee
- 4) Fundraising Committee
- 5) Neighbourhood Liaison Committee

Steering Committee

Purpose:

- 1) To co-ordinate and approve the activities of all sub-committees.
- 2) To develop an agreement with the City of Hamilton pertaining to the disposition of West Avenue School.
- 3) To incorporate the Centre as a charitable non-profit corporation.

Program Committee

Purpose:

- 1) To identify groups who wish to participate in the proposed Centre.
- 2) To identify space and support service requirements of participating groups.
- 3) To develop mechanisms and policies pertaining to the sharing of resources among participating groups.

Facility Committee

Purpose:

- 1) To identify capital improvements required at West Avenue School.
- 2) To identify costs of capital improvements.
- 3) To monitor the implementation of facility improvements.

Fundraising Committee

Purpose:

- 1) To secure the required funds for facility improvement.
- 2) To develop an operating budget for the operation of the Centre.
- 3) To obtain the required operating funds.

Neighbourhood Liaison Committee

Purpose:

- 1) To meet with neighbourhood residents to explain the purpose and function of the Centre.
- 2) To identify potential ways and means for facility utilization by residents of the neighbourhood.

GOVERNING STRUCTURE

Following the completion of the developmental phase, the existing committees will be reconstituted as standing committees of the corporation.

The Steering Committee will become a Board of Directors with all of the traditional authority of directors in non-profit corporations. This Board will be composed of 20 individuals with a proposed representation as follows:

- 11 representatives of participating self-help groups/services
- 2 neighbourhood residents
- 1 representative of the City of Hamilton
- 6 community representatives.

The Program Committee will continue to operate in this function and will be responsible for advising the Board of Directors on all matters pertaining to the day-to-day operation of the Centre.

The Facility Committee will provide the Board of Directors with advice pertaining to all matters of facility maintenance. It is hoped that the City will appoint a member to this committee.

The Fundraising Committee will be reconstituted as a Finance Committee with all of the traditional powers of a Finance Committee within a non-profit corporation.

The Neighbourhood Liaison Committee will continue to operate for the purpose of maintaining good relations with neighbourhood residents.

PROPOSED BUDGET

The Board of Directors will be responsible for an operating budget for the Centre. The estimated operating budget is as follows:

Salaries and Benefits:

Centre Co-ordinator - 1 full time	32,000
Clerical Support - .5 time	14,000
Supplies	15,000
Postage	7,000
Telephone	8,000
Equipment Maintenance	3,000
Utilities	?

The Board of Directors will also be responsible for a capital budget which will be adequate for facility maintenance purposes, as well as required equipment acquisitions.

It is proposed that the operating budget will be jointly funded by the Ministry of Health, the Ministry of Community and Social Services, the United Way and the Regional Municipality of Hamilton-Wentworth.

The capital budget will be funded through donations from Foundations, private corporations and rental charges to some participating agencies.

Although formal submissions have not yet been made to potential funders, preliminary consultations have demonstrated significant support by the potential funders for the Centre.

The Social Planning & Research Council

155 James St. S., 6th Floor, Hamilton, Ontario L8P 3A4

of Hamilton and District

Telephone: 522-1148

RECEIVED 6

APR 10 1991

CITY CLERKS

April 9, 1991

Mr. K.E. Avery
City Clerk
City of Hamilton
71 Main Street West
Hamilton, Ontario
L8N 3T4

Dear Mr. Avery

Re: West Avenue School

I am writing on behalf of the West Avenue School for Self-Help Committee to re-affirm our interest in the West Avenue School facility as a centre for self-help groups and other new/emerging community organizations. This facility could serve an extremely useful function as a support and "incubation" centre for needed services in our community.

A 1988 survey of self-help groups by the Social Planning and Research Council indicated that the most serious problems faced by these groups is a lack of administrative/overhead support, despite their minimal needs in these areas. A centralized facility would allow funders to meet these administrative needs in the most cost-efficient response to community problems and the establishment of this centre would remove a major obstacle to the development of this sector of service.

To provide you with some sense of the variety of problems which could be addressed by this facility, I have appended a partial list of agencies and groups who have indicated an interest in becoming part of the centre.

The proposed centre will be incorporated as a non-profit charitable organization with an independent Board of Directors. Preliminary consultations with the Regional Municipality of Hamilton-Wentworth Social Services Department, the Ministry of Community and Social Services, the United Way and the Hamilton Foundation, have indicated a high level of interest by funders in providing operational funding to the centre. Specific budgets have not yet been prepared or submitted, however, pending information about the rental costs of the facility.

Continued/....

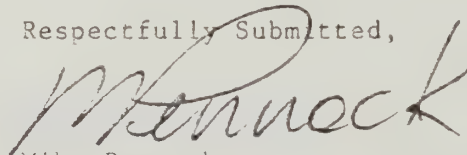
Mr. K.E. Avery

April 9, 1991

It is proposed that the centre will occupy the entire building although some sharing of space with other organizations could be possible.

A complete presentation was made to the Finance and Administration Committee on September 20, 1990. Members of our committee would be happy to meet with City representatives to discuss this proposal in more detail.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Pennock", with a large, sweeping initial "P".

Mike Pennock,
Executive Director.

MP/ms

GROUPS AND ORGANIZATIONS COMMITTED TO PARTICIPATION

IN PROPOSED SELF HELP CENTRE

- 1) Learning Disabilities Association of Hamilton-Wentworth
- 2) Amyotrophic Lateral Sclerosis Society
- 3) Speak Easy
- 4) I.A.O.K.
- 5) Suicide Bereavement Self Help Group
- 6) Recovery Inc.
- 7) Self Help for Separated/Divorced Catholics
- 8) Friends of Schizophrenics
- 9) Elizabeth Fry Society
- 10) Hamilton United Gay Societies
- 11) M.E. Self-Help Group
- 12) Self Help Group for Hypoglyemics
- 13) Hamilton Area Chapter of About Face
- 14) Arthritis Self Helpers
- 15) East Hamilton Separated and Divorced Group
- 16) Emergency Shelter Foundation

J S Wilson

The Social Planning & Research Council

155 James St. S., 6th Floor, Hamilton, Ontario L8P 3A4

of Hamilton and District

Telephone: 522-1148

Property Department

Real Estate Division

Sept. 26/91

September 26, 1991

Mr. Dan W. Vyce
Director of Property for the
City of Hamilton
Real Estate Department
71 Main Street West,
Hamilton, Ontario
L8N 3T4

	Inf.	Act
<input checked="" type="checkbox"/> Mr. Vyce		
<input checked="" type="checkbox"/> Mr. [illegible]		
<input checked="" type="checkbox"/> Mr. [illegible]		
<input checked="" type="checkbox"/> Mr. [illegible]		
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<input checked="" type="checkbox"/> Secretary		

Dear Dan:

I am pleased to inform you that our Board of Directors has approved a motion which empowered our Officers to negotiate our tenancy within the proposed Self Help Centre at West Avenue School. The Board was extremely supportive of such an undertaking.

Our ongoing support for the self-help movement is a direct result of our concerns about the capacity of our system of services to meet the needs of local citizens. Research from a variety of sources during the past decade has indicated that existing services in our Province have only been successful in responding to between five and fifteen percent of persons in need, in a number of sectors. Our responses, therefore, have had only a limited impact on the overall prevalence of the many social/health problems which we seek to address.

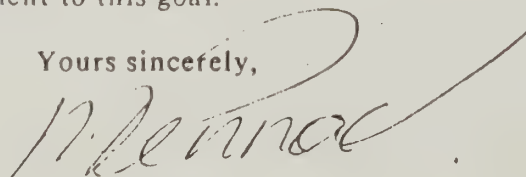
Although increased resources could provide a partial solution, it is not realistic to expect that we would ever have the quantity of resources that would be required to increase this "impact" figure to even fifty or sixty percent.

This has caused many participants in the social services sector to re-examine the modalities of service which we employ. As a complement to traditional services, the self-help movement shows a dramatic potential to significantly increase the number of people who receive support and assistance in our community with a relatively modest investment of funding.

According to our conservative estimates, approximately 1000 to 1500 residents of the City of Hamilton are involved in self-help groups at any point in time.

As a result of our 1988 survey of self-help groups, we identified the need for a Self Help Centre as a key vehicle for fostering the growth of this sector in Hamilton-Wentworth. The Board of Director's motion pertaining to our potential tenancy in this Centre is indicative of the strength of a commitment to this goal.

Yours sincerely,



Mike Pennock,
Executive Director.

MP/ms

CITY OF HAMILTON
- RECOMMENDATION -

8. (b)

DATE: 1992 January 6

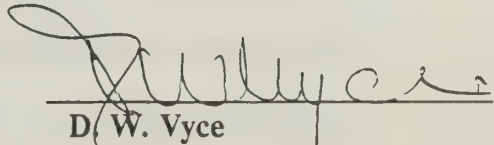
REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. D. W. Vyce
Director of Property

SUBJECT: Provision for Cafeteria/Food Services
at Hamilton City Hall

RECOMMENDATION:

- a) That the current Agreement between the City of Hamilton and Servifood Ltd. (formerly the Canadian National Institute for the Blind) which was approved by City Council on August 25, 1959 by adopting Section 43 of the Board of Control Report be terminated upon the City giving at least sixty (60) days advance notice.
- b) That approval be given to enter into an Agreement with Carmen's Catering Ltd. for the Provision of Cafeteria/Food Services at Hamilton City Hall. The agreement is to commence on April 6, 1992 at a rental of \$1,000.00 per month plus 10% of gross sales (estimated at \$300,000.00 per year) paid quarterly, plus realty and business taxes (estimated at \$8,000.00 per year). The agreement will be for a period of five (5) years with an option to renew for further periods of three (3) and two (2) years respectively if so decided by the City.
- c) That the City Solicitor be directed to prepare the Agreement.
- d) That the Mayor and City Clerk be authorized to execute the Agreement on behalf of the City.


D. W. Vyce

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The monthly rental of \$1,000.00 and quarterly payments of 10% of gross sales be credited to Account Number CH 48006 30002 (Rental - Cafeteria).

BACKGROUND:

On May 28, 1991, City Council approved Item 16 of the 11th Report of the Finance and Administration Committee calling for proposals for the provision of food services for Hamilton City Hall, including the operation of the cafeteria. A call for proposals was placed in the public notice page of the Hamilton Spectator on September 27, 1991. Sealed proposals were received up to 11:00 a.m. Wednesday, October 23, 1991. One proposal (from Carmen's) was received at 11:10 a.m. October 23, 1991. Normally this would invalidate their proposal; however, an extension of the proposal call of one week to October 30, 1991 was granted fifteen (15) minutes before the official closing time of the original tender due to new information being received at a late date which would affect the proposal call. Realty and business tax information was provided by the Provincial Assessment Department on October 21, 1991 which indicates taxes of \$8,000.00 per year. Due to the fact there was insufficient time for prospective bidders to incorporate these figures to their bids, the closing date was extended one week. This is a normal practice in similar situations. All bidders were notified regarding taxes; all proposal calls received on October 23, 1991 were returned to the Tenderers. All proposals received on October 30, 1991 were in on time and in the proper format. A Food Service Evaluation Team consisting of Mr. Dan Vyce, Director of Property, Mr. Keith Avery, City Clerk, Mr. Tom Bradley, Manager of Purchasing, Ms. Debbie-Ann Rashford, Administrative Assistant II and Mr. Robert Hayes, Property Rental Agent was established to review the proposals and prepare a recommendation for consideration by the Finance and Administration Committee. The following criteria formed the basis upon which the proposals were assessed:

- a) the proposed operating concept
- b) the quality of menu and the cost of the items

6 January 1991

Finance and Administration Committee

Page 3

- c) the related experience in a food service operation
- d) the ability to have in place the necessary facilities and staff to service the needs of the patrons
- e) the financial return to the corporation

The following eight (8) firms responded to our request for proposals:

	COMPANY	REVENUE TO CITY
a)	Geraldo's Catering Inc., Hamilton -operates food concession at King's Forest Golf Club	\$1,858.33 per month, \$22,299.96 per year Paid in Advance
b)	Westdale Burger Restaurant, Hamilton	\$1,000.00 per month, \$12,000.00 per year including taxes, plus 5% of gross sales (no estimate)
c)	J.A. Enterprises, Hamilton -operates food concession at Chedoke Golf Course	\$12,000.00 per year paid in advance
d)	789162 Ontario Inc. (Craft and Notions), Hamilton	\$1,025.00 per month, \$12,300.00 per year including taxes, 5% of gross sales (no estimate)
e)	Annette's Food Service, Ancaster	\$500.00 per month, \$6,000.00 per year
f)	Restauronics Service Inc., Hamilton/Toronto -operates many cafeterias and currently provides concession services to Copps Coliseum	1) \$800.00 per month, \$9,600.00 per year (increased by \$50.00 per month per year) or 2) \$500.00 per month, \$6,000.00 per year plus 2% of gross sales (estimated at \$326,180.00)

6 January 1991

Finance and Administration Committee

Page 4

- | | | |
|----|--|--|
| g) | Servifood Ltd.,
Toronto/Montreal
-currently operates
City Hall Cafeteria | \$500.00 per month, \$6,000.00 per year
plus 7% of gross sales (estimated at \$300,000.00)
minimum guarantee of \$25,000.00 per year |
| | | |
| h) | Carmen's Catering Ltd.,
Hamilton
-operates Carmen's Banquet
Centre and provides food
services/concession at Royal
Botanical Gardens | \$1,000.00 per month, \$12,000.00 per year
plus 10% of gross sales (estimated at \$300,000.00) |

The Food Service Evaluation Team met on November 11, 1991 and reviewed all eight (8) proposals. As a result of this meeting, interviews were scheduled on November 15 and November 18, 1991 from four (4) proposals placed on a "short list". A further "short list" of two (2) proposals resulted from these interviews. Subsequently on December 12, 1991 the Evaluation Team met for a final review of the proposals and respectfully recommends the awarding of the Provision for Cafeteria/Food Services at Hamilton City Hall to Carmen's Catering Ltd. Carmen's is a local firm with a reputation of high standards and service and have the ability to have staff and equipment on site with little and hopefully no disruption of service. The Carmen's proposal also provides the highest financial return to the Corporation.

The existing concessionaire, Servifood Ltd., will be given at least sixty (60) days notice of termination pursuant to the existing agreement.

Carmen's plans an expenditure of funds of approximately \$45,000.00 directed towards improving the appearance of the cafeteria with a new servery, chairs, hanging plants and a "new look" aesthetically with the aid of an interior designer.

The regular hours of operation will remain unchanged - 7:30 a.m. to 4:30 p.m., Monday to Friday. Employees will continue to have the right to use the cafeteria as a lunch room. Carmen's will of course also be available to service all Committee Rooms upon request and provide catering service to special functions in City Hall during normal hours or after regular operating hours. Carmen's realizes that they do not have the exclusive catering rights within the building however.

c.c Mrs. P. Noé Johnson, City Solicitor
 Mr. E. C. Matthews, Treasurer
 Mr. K. E. Avery, City Clerk
 Mr. T. Bradley, Manager of Purchasing
 Mr. D. W. Vyce, Director of Property
 Attention: Ms. D. A. Rashford, Administrative Assistant II
 Mr. M.C.J. Watson, Manager, Real Estate Division
 Attention: Mr. R. J. Hayes, Property Rental Agent

9.

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 December 17

REPORT TO: Mr. J. D. Thompson, Secretary
Finance & Administration Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems


Mr. D. W. Vyce
Director of Property

SUBJECT: Computer Security Renovations Project
(I/S 92-101)

RECOMMENDATION:

- a) That approval be given to proceed with the preparation of the final construction plans and estimates for the construction of the computer room in City Hall including the required automatic sprinkler system, cooling systems, electrical work and security systems.
- b) That the Manager of Purchasing be authorized to subsequently issue tenders if the final estimate for the project is within \$500,000.
- c) That the estimated cost of construction and relocation of the computer be funded as follows:

CF 5255-3191-41001	\$150,000 (Major Maintenance Civic Buildings)
CF 5698-26XX-510XX	\$303,000 (Computer Software)
CF 5200-2688-51001	\$ 47,000 (Computer Security)
- d) That the restoration (for use by the Support Services Division) of the basement area currently occupied by the computer be submitted for consideration as part of the 1992 capital budget process (estimated cost \$67,000).



J. G. Hindson, P.Eng.

D. Vyce

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Some Computer Software projects will be deferred, but the most important priority is to protect the operation of the Corporate computer systems and data.

BACKGROUND:

At the 1991, July 30th meeting of Council, Council approved that work proceed to develop a set of plans and drawings suitable for calling tenders for the renovation work for the security improvements to the City Hall Data Centre. The detailed design estimate work was awarded to Associated Computer Planning who have completed their detailed design and cost estimate activities.

Attached are details from a summary presented by the Property Department and drawn from a cost estimate prepared by the consultants.

The detailed design of the facility incorporates the following features and input and issues raised in earlier discussions with members of the Information Systems Committee:

- 1) The design will address the on-going concerns of the Auditors and the City's Insurance Company and Fire Department with respect to the inadequate protection of the computer systems and data.
- 2) The computer areas will be equipped with an environmentally-friendly fire suppression system (a water sprinkler system will be installed instead of a Halon system).
- 3) The computer cooling requirements will be served by a separate and redundant (backup) air conditioning system located on the second floor roof. This system will save 4.5 million gallons of water that would have been required for a conventional system.
- 4) A needed humidification system will be installed.
- 5) The design incorporates the reduction in management staffing (by one) from the "Rightsizing Program".
- 6) A sound reduction wall is included adjacent to the Traffic Department to reduce noise from the computer Disk Drives.
- 7) The room will include a used raised (computer) floor.
- 8) The window areas on the first floor are preserved as much as possible as staff areas.

In view of the funding requirement and the priority and importance of addressing the security of the computer facility from loss due to fire or flooding, it is recommended that the capital funding previously earmarked for computer software be used to finance this project.

c.c. Mr. J. G. Pavelka, P.Eng., Acting CAO
Mr. I. R. Hammel, Acting Treasurer
Chief G. Baker, Fire Chief

Computer Security Renovations

The following are costs obtained from the consultants and presented by the Property Department (estimate 1991 October 8th) for the cost of renovating the area on the first floor to accommodate the computer relocation only.

Consultant Fees	\$ 49,000
Tendering	\$ 1,000
Construction Cost	\$ 84,460 (Data Centre interior areas)
(1st floor only)	\$ 19,200 (Computer Floor)
	\$ 90,900 (Replace A/C Equipment)
	\$ 47,560 (Sprinkler and other Mechanical Systems)
	\$ 74,180 (Electrical)
	\$ 29,400 (Security and Smoke Alarm Systems)
	\$345,700 (Subtotal)
Move-in, De-Commission existing facilities	\$ 1,500
Demolition, Phase Moves	\$ 3,000
Furniture and Equipment	\$ NIL
City Project Management Costs	\$ 44,500
Building Permit & Printing	\$ 3,000
Photos	\$ 500
General Contingency	\$ 50,300
TOTAL	\$498,500

10.

November 19, 1991

His Worship, Mayor Robert M. Morrow
Corporation of the City of Hamilton
71 Main St. West
Hamilton, Ontario
L8N 3T4

Dear Mr. Mayor:

At its meeting on 5 November, the Board of the Art Gallery of Hamilton passed the following resolution:

RESOLVED THAT the Art Gallery of Hamilton seek exemption from payment of municipal realty taxes through a Private Members' bill to be presented on its behalf to the legislature of the Government of the Province of Ontario"

CARRIED

As part of this process, the Ministry of Revenue requires a motion from City Council indicating their support for this Private Members' Bill.

May I ask you to introduce this measure into the appropriate approval channels at City Hall and convey to me their resolution as soon as possible.

Yours sincerely,

Jordan Livingston
President

gb

*To Clerk
for C.C. on*

L. Sage
E. Matthews
D. Vyce
D. Carson

Art Gallery of Hamilton

123 King Street West, Hamilton, Canada L8P 4S8, Telephone 527-6610, Director: Glen E. Cumming

11. (a)

CITY OF HAMILTON
- RECOMMENDATION -

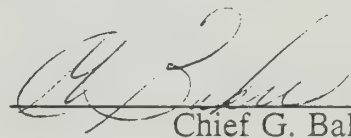
DATE: 1991 December 24

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Chief G. Baker
Fire Chief

SUBJECT: Capital Budget - 1992 - 1996

RECOMMENDATION: That the capital projects for the Hamilton Fire Department be reviewed and considered for inclusion in the provisional 1992 - 1996 Capital Budget.



Chief G. Baker

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: Required financing is detailed on the attached sheets.

BACKGROUND: The attached individual capital project submissions forms are attached for your information. The projects during 1992 - 1996 include:

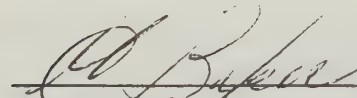
- 1) Fire Station - Upper Sherman and Fennell area (Macassa Park) - Construction - 1992 Amalgamation of two stations that are located on Upper Gage at Queensdale and on Upper Wentworth at Mohawk.
- 2) Public Safety Trunking Radio - Increased Cost - Additional funds required in 1994.
- 3) Fire Station - Ray Street - Construction - Replace present facility on existing site - 1995.

The following project being proposed for 1997 is requested to be included in that portion of the Capital Budge for projects scheduled to be started 1997 - 2001

- 4) Indoor Training Facility - Construction - Enhance our existing training complex on the existing site - 1997.

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: FIRE
2. PROJECT NAME: FIRE STATION - UPPER SHERMAN AND FENNELL -
CONSTRUCTION - replacing two stations
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT,
LOCATION, ETC.:
To more centrally provide emergency fire protection in the area presently
served by two fire stations that are located on Upper Gage at Queensdale
and Upper Wentworth at Mohawk.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): April - 1992
- (b) PROJECT FINISHING DATE (MONTH-YEAR): December - 1992
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 3,200,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
- (c) NET CITY'S COST: \$ 3,200,000
- (d) ANNUAL CAPITAL FINANCING COST: \$ _____
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____
- (f) NATURE OF FINANCING: _____
6. (a) YEAR OF EXPENDITURE - 1992 \$ 3,200,000
- 1993 \$ _____
- 1994 \$ _____
- 1995 \$ _____
- 1996 \$ _____
- 1997 & after \$ _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: N/A
8. ADDITIONAL ANNUAL OPERATING COST: \$ N/A
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS
PROJECT:
Proposed amalgamation of services would be delayed until an adequate
facility is provided.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
- No Yes ☒ - AT CITY'S COST OF \$ 3,100,000
- SCHEDULED TO START IN THE YEAR 1992



Signature of Department Head/Local
Board Manager
(for Standing Committee)

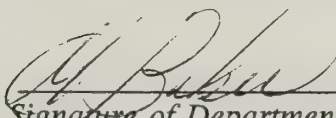
Signature of C.A.O.
(for Finance & Administration
Committee)

Date_____
Date

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: FIRE
2. PROJECT NAME: PUBLIC SAFETY TRUNKING RADIO -
INCREASED COST
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
Improve integrated emergency radio communications for Fire, Public Works, Traffic, Police, Area Municipal Fire, Region Engineers and Conservation Authority
Police, Area Municipal Fire, Region Engineers and Conservation Authority are not included in this Capital Budget submission.
The increased expenditure will be required in the year 1994.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): April - 1994
(b) PROJECT FINISHING DATE (MONTH-YEAR): December - 1994
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 420,000
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 420,000
(d) ANNUAL CAPITAL FINANCING COST: \$ _____
(e) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____
(f) NATURE OF FINANCING: _____
6. (a) YEAR OF EXPENDITURE - 1992 \$ _____
- 1993 \$ _____
- 1994 \$ 420,000
- 1995 \$ _____
- 1996 \$ _____
- 1997 & after \$ _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____
8. ADDITIONAL ANNUAL OPERATING COST: (Unknown at this time) \$ _____
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
This funding is required to complete the project started in 1991.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

No ☒ Yes ☐ - AT CITY'S COST OF \$ _____
- SCHEDULED TO START IN THE YEAR _____



Signature of Department Head/Local
Board Manager
(for Standing Committee)

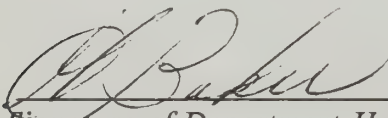
Signature of C.A.O.
(for Finance & Administration
Committee)

Date

Date

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

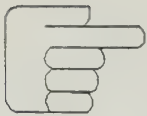
1. DEPARTMENT/LOCAL BOARD: FIRE
2. PROJECT NAME: FIRE STATION - RAY STREET - CONSTRUCTION
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
Construction of a fire station to replace the outdated facility which
opened in 1959.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): April - 1995
- (b) PROJECT FINISHING DATE (MONTH-YEAR): February - 1996
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 4,200,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
- (c) NET CITY'S COST: \$ 4,200,000
- (d) ANNUAL CAPITAL FINANCING COST: \$ _____
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____
- (f) NATURE OF FINANCING: _____
6. (a) YEAR OF EXPENDITURE - 1992 \$ _____
- 1993 \$ _____
- 1994 \$ _____
- 1995 \$ 3,000,000
- 1996 \$ 1,200,000
- 1997 & after \$ _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: None
8. ADDITIONAL ANNUAL OPERATING COST: \$ None
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
The outdated station would continue to be used.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
- No Yes ☒ - AT CITY'S COST OF \$ 4,200,000
- SCHEDULED TO START IN THE YEAR 1995



Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance & Administration
Committee)

Date_____
Date

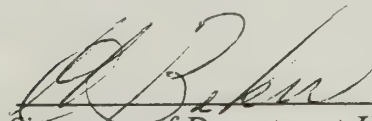
**FUTURE CAPITAL PROJECT
SCHEDULED TO BE STARTED 1997-2001**

1. DEPARTMENT/LOCAL BOARD: FIRE
2. PROJECT NAME: INDOOR TRAINING FACILITY
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
Construction of this building adjacent to our existing facility on Stone Church Rd. E. would enhance our existing training complex. Emergency situation training could be conducted on a year-round basis.

4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): April - 1997
(b) PROJECT FINISHING DATE (MONTH-YEAR): December - 1997
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 5,000,000
(b) LESS SUBSIDIES AND OTHER RECEIPTS (Specify) \$ _____
(c) NET CITY'S COST: \$ 5,000,000
(d) ANNUAL CAPITAL FINANCING COST: \$ _____
(e) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____
(f) NATURE OF FINANCING: _____
6. (a) YEAR OF EXPENDITURE - 1997 \$ 5,000,000
- 1998 \$ _____
- 1999 \$ _____
- 2000 \$ _____
- 2001 \$ _____
- 2002 & after \$ _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: None
8. ADDITIONAL ANNUAL OPERATING COST: \$ 50,000
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Limited training would continue during winter months.

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

No ☒ Yes ☐ - AT CITY'S COST OF \$ _____
- SCHEDULED TO START IN THE YEAR _____



Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance & Administration
Committee)

Date_____
Date

11 (b)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 December 23

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. D. W. Vyce
Director of Property

SUBJECT: 1992-1996 Provisional Capital Budget
Property Department

RECOMMENDATION:

That the projects listed in Schedule A of this report, be considered and forwarded for inclusion in the 1992-1996 Provisional Capital Budget.


D. W. Vyce

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

As indicated in Schedule A, the total amount required to finance the gross cost of all proposed capital projects for the period 1992-1996 is \$20.647 M. A further submission for the period 1997-2001 is included in the amount of \$7.5M for general property purchases.

BACKGROUND:

As you are aware, responsibility for the Central Utilities Plant was assumed by the Property Maintenance Division of our department on June 1, 1991. Accordingly, this year's submissions include proposed capital projects for the Central Utilities Plant.

In order to facilitate your review, summaries of the proposed projects were prepared. They are presented herein in priority order to correspond with Schedule A.

Asbestos Management Program - Civic Buildings (1)

Funding in the amount of \$550,000 is required for 1992 in order to permit further surveys and subsequent repairs and removal of asbestos as required.

Major Maintenance to Civic Properties (2 & 7)

The sum of \$300,000 for 1992 and \$1,650,000 for 1993-1996 is required to provide for the replacement of major building components needed from time to time during the life of a building.

Replacement of Pool Filtration Systems (3 & 8)

The pool filtration systems and piping in two (2) recreation centres will require complete replacement during 1992 and 1993 if we are to guarantee programming at these facilities. Repairs to the systems have been required over the past few years to maintain usage of the building. The systems are aging to the point where replacement must be considered. The normal useful life of a filtration system, from our experience, has been approximately twenty (20) years. Preventative maintenance and timely repairs can extend the life of a system slightly.

Leaks in the pipes and filters are becoming evident. It is proposed to cut the pool decks and walks and replace the steel piping with plastic piping which is more prevalent in today's market. The filter tanks and medium (sand and gravel) must also be replaced.

The two (2) recreation centres requiring pool filtration system replacement are, in priority order: Jimmy Thompson, 1992; Ryerson Recreation Centre, 1993.

Various Capital Replacements/Revisions (4 & 10)

The sum of \$70,000 for 1992 and \$290,000 for 1993-1996 is required to provide for various capital replacements/revisions and new equipment pertaining to mechanical and electrical systems.

Stand Alone Boilers for Hot Water Generation - City Hall (5)

An amount of \$100,000 is needed to provide individual stand alone natural gas boilers. These can be operated in place of the older less efficient coil tube boilers generating energy cost savings from reduced natural gas consumption.

Energy Conservation Projects (6 & 13)

Energy audits of five (5) civic facilities (Central Memorial and Westmount Recreation Centres, Kiwanis Club, Hill Park, Mountain Arena), conducted by Enermodal Engineering Ltd. in 1991, made energy saving recommendations. The sum of \$100,000 is required for 1992 to provide the capital improvements needed. Additional funding in the amount of \$400,000 (1993-1996) is being requested in order to expand these audits to other civic facilities. These efforts are expected to generate energy savings, improve indoor environmental conditions, and extend equipment life.

Fan Plenum Retrofit - City Hall (9)

Deterioration attributable to age and humidification systems, call for a retrofit by 1993. If deterioration continues, retrofit will become increasingly difficult and may result in major capital replacement.

Property Purchases - General (11 & 12)

From time to time, throughout any given year, City Council will direct our Department to purchase property for municipal purposes which has not been budgeted for in any other account. These general property acquisitions have been funded in previous years from the Reserve for Property Purchases.

Boiler Replacement - Westmount And Mountain Arena (14)

The heating equipment at these facilities is no longer reliable nor efficient, risking interruption of the services provided. Repairs to the equipment will continue until its inevitable failure.

Steam to Hot Water Conversion - Copps Coliseum (15)

Funds are required to convert the existing steam heating system to hot water so as to generate operating and maintenance cost savings and increase equipment longevity.

Accommodation Requirements - City Hall (16)

An amount of \$100,000 is required for 1992 in order to provide for various alterations and modernization for City Hall. This is in response to changing operating methods, changes in staff numbers, and overcrowding.

Accommodation Requirements - City Hall (17)

Funding is required for 1993 to 1996 in the amount of \$450,000, in order to meet the continual demand upon us to modernize City Hall, make it comfortable and functional for its occupants and visitors, and project a professional image.

The following is a list of recent requests for improvements to space, all of which I believe should be addressed and will require financing:

- a) Alterations and improvements to the Offices of the City Clerk including partitioning in the vault and rug material in three (3) offices to coincide with the floor coverings throughout the remainder of the office.
- b) Miscellaneous furniture repair and replacement in Council Chambers, Committee Rooms, and Public areas.
- c) Electrical and telephone changes as a result of the installation of computer work stations, gradually taking place throughout the building.
- d) Miscellaneous shelving and storage compartments to consolidate files in the basement and provide additional space for personnel.
- e) Moving expenses as a result of office alterations.
- f) Contingency fund to provide for improvements and alterations to the building which constantly arise throughout the year.

Replacement of Roof Decks (18, 20, 22, 23 & 24)

The roof decks for City Hall, Hamilton Farmers Market, Scott Park Arena, Rosedale Arena, and Mountain Arena are near, if not beyond, their useful life. Over the years, repairs have been made. However, these measures are only temporary and will become less effective as the roof decks get older. Postponement of these replacements will increase the risk of damage to roof deck structure as well as interior structure and components, resulting from infiltration.

Pool Filtration Renovations (19, 25 & 27)

The pool filtration systems and concrete decks for three (3) outdoor pools (Inch Park, Parkdale, Coronation) will require replacement during 1994, 1995 and 1996 respectively, in order to guarantee programming at these facilities. Repairs will continue (where possible), pending the inevitable failure of the mechanical parts and concrete decks.

Major Accommodation Upgrades - City Hall (21)

There has been much discussion recently concerning the creation of a new Regional Headquarters Building. If a new Regional Headquarters becomes a reality, the Region would most likely vacate the space it now occupies in City Hall in order to consolidate its offices. The timing for this remains uncertain. However, for the purpose of the Capital Budget (forward planning financial document), I have selected 1993-1994 as being a reasonable time period.

If the Region were to vacate City Hall, it would be an opportune time for a more complete modernization and renovation program within the building. The space vacated by the Region could be consumed by the City Departments to alleviate the severely cramped and crowded quarters some departments must now endure. The additional space for City use will also give us the opportunity to relocate the main computer from the basement to a level above-grade in a secure and sound environment, a strong desire of the Director of Systems, so as to protect the equipment in the event of building failure.

In addition, it would be an ideal opportunity to upgrade the building to the standards of the current Building Code, including the provision of a second stairwell/fire exit along the east side of the building and a sprinkler system. Mechanical and electrical improvements are also required as well as improvements to the exterior aesthetics of the building. Consideration could also be given at the same time for the need of a plus-15 connection across Main Street from City Hall.

At the moment, no plan of action has been developed for 1993, nor has a list of major improvements been defined. It is hoped that a "needs study" will address any deficiencies and associated costs, setting out a plan for the building for the next thirty (30) years.

While our Department has not estimated the cost of improvements to the building in any detailed manner, I can say without hesitation that the cost will be substantial and since the Capital Budget is a future financial planning type document, I wish to make this fact known to City Council. To ensure proper planning within the Capital Budget Process, I believe a sum should be included in the 1993 and 1994 portion of the Capital Budget to simply make Council aware of this possible future and sizeable capital expenditure.

I am therefore proposing a Capital Budget expenditure of \$5 million spread over two (2) years - 1993 and 1994 - keeping in mind that as of this date no definite plan of action has been developed and no detailed cost estimates set out. A plan of action and clearly defined costs can be developed as 1993 draws nearer and once the Needs Study has been completed.

Building Automation System Upgrade (26)

The existing building automation system is near technical obsolescence. In addition, the recent Central Utilities Plant merger has provided the opportunity to incorporate other civic properties into the system. This will significantly increase the system capacity required. It is therefore necessary to upgrade the existing system, keeping abreast of current technology.

Replacement of Existing Chillers And Associated Equipment (28)

City Hall's air conditioning and de-humidifying requirements are being served primarily by one (1) of the three (3) existing chillers. The one (1) unit (acquired in 1988) functions as the primary unit while the other two (2) are near the end of their useful life. It is intended to replace the two (2) 32 year old machines with one (1) new one which will operate more efficiently. The primary unit alone is not seen as being able to maintain a comfortable indoor environment during extreme temperature conditions.

Major Overhaul of Refrigeration/Air Conditioning Equipment- Copps Coliseum (29)

According to the manufacturers of this equipment, a major overhaul of the equipment should be performed every seven-ten (7-10) years in order to ensure reliable service. Postponement of this maintenance will likely worsen indoor conditions for staff and patrons, reduce revenues (fewer scheduled events), and eventually lead to capital replacement (in excess of \$1 M).

Convert A/C Equipment from CFC-11 to SUVA-123 (30)

In order to reduce and eventually eliminate its dependency on CFCs for air conditioning and refrigeration, the City must convert the existing equipment to more environmentally acceptable refrigerants. Complete phase out of ozone depleting substances is required by the year 2000.

Attach.

c.c. Mr. Lou Sage, Chief Administrative Officer
Mr. E. C. Matthews, Treasurer
Attention: Mr. N. Adhya
Mr. M.C.J. Watson, Manager, Real Estate Division
Mr. R. Martiniuk, Manager, Architectural Division
Mr. R. Swan, Manager, Building Operations and Maintenance Division
Mr. J. Cerio, Manager of Administration, Property Department

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: Property (Building Operations & Maintenance)
2. PROJECT NAME: Asbestos Management Program - Civic Buildings
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.: In 1991 City Council approved \$550,000 to establish an Asbestos Management Program for Civic buildings. This program was to identify areas of immediate concern and effect remedial repairs and establish a long term program to manage friable asbestos materials within Civic buildings. This program is well under way with the surveys conducted to date identifying necessary repairs. As further surveys are completed repairs and removal are anticipated.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1992
- (b) PROJECT FINISHING DATE (MONTH-YEAR): 1992
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$550,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
- (c) NET CITY'S COST: \$550,000
- (d) ANNUAL CAPITAL FINANCING COST: \$ 90,000
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$900,000
- (f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE

- 1992	\$550,000
- 1993	\$
- 1994	\$
- 1995	\$
- 1996	\$
- 1997 & after	\$

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Current funds would be depleted and further surveys and the subsequent repairs would not be completed. Health & safety concern to public and staff.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

No ☒Yes ☐

- AT CITY'S COST OF \$

- SCHEDULED TO START IN THE YEAR



Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance &
Administration
Committee)

91.10.15

Date

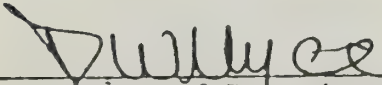
Date

City of Hamilton

PROJECT NUMBER:

1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: Property (Building Operations & Maintenance)
2. PROJECT NAME: Major Maintenance To Civic Buildings
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.: To provide for replacement of major building components such as roofs, lighting, heating plants, air-conditioners, structural repairs, etc., which require attention only occasionally during the life span of a building. Account also provides for major, unforeseen repairs within our numerous buildings which arise unannounced throughout the year.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1992
- (b) PROJECT FINISHING DATE (MONTH-YEAR): 1992
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$300,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
- (c) NET CITY'S COST: \$300,000
- (d) ANNUAL CAPITAL FINANCING COST: \$ 49,000
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$490,000
- (f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE
- | | |
|----------------|-----------|
| - 1992 | \$300,000 |
| - 1993 | \$ |
| - 1994 | \$ |
| - 1995 | \$ |
| - 1996 | \$ |
| - 1997 & after | \$ |
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: \$
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Could result in the closure of a civic building and cancellation of a program offered by the City. In less extremes, temporary repairs might suffice as a stop-gap measure before the ultimate permanent replacement is necessary.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
- No ☐ Yes ☒ - AT CITY'S COST OF \$300,000
- SCHEDULED TO START IN THE YEAR 1992



Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance & Administration
Committee)

91.10.15

Date_____
Date

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: Property (Building Operations & Maintenance)
2. PROJECT NAME: Replacement Of Pool Filtration System - Jimmy Thompson
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.: To provide for the replacement of the pool filtration system and piping at Jimmy Thompson Pool. The system will have reached the end of its useful life by 1992. Mechanical component parts of the system can only be repaired and maintained to a certain extent following which entire replacement becomes necessary.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1992
- (b) PROJECT FINISHING DATE (MONTH-YEAR): 1992
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$250,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
- (c) NET CITY'S COST: \$250,000
- (d) ANNUAL CAPITAL FINANCING COST: \$ 41,000
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$410,000
- (f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE - 1992 \$250,000
- 1993 \$
- 1994 \$
- 1995 \$
- 1996 \$
- 1997 & after \$
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Increased costs in maintaining present if in fact it can be maintained.
Complete loss of programming time as a result of malfunctions. Possible health & safety considerations if replacement not undertaken.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
No ☐ Yes ☒ - AT CITY'S COST OF \$225,000
- SCHEDULED TO START IN THE YEAR 1992

D. Wilce
Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance & Administration
Committee)

91-10-15
Date

Date

City of Hamilton

PROJECT NUMBER:

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

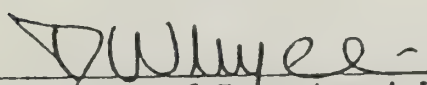
1. DEPARTMENT/LOCAL BOARD: Property (Building Operations & Maint. - C.U.P.)
2. PROJECT NAME: C.U.P. - Various Capital Replacements/Revisions; New Equip.
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION,
ETC.: Allowance for various capital replacements and revisions; new
equipment pertaining to mechanical and electrical systems; equipment
and components in C.U.P. and C.U.P. serviced facilities.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1992
- (b) PROJECT FINISHING DATE (MONTH-YEAR): 1992
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$70,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
- (c) NET CITY'S COST: \$70,000
- (d) ANNUAL CAPITAL FINANCING COST: \$11,000
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$110,000
- (f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE
- 1992 \$70,000
- 1993 \$
- 1994 \$
- 1995 \$
- 1996 \$
- 1997 & after \$
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Allowance for various replacements/revisions would not be available,
resulting in increased maintenance and future replacement.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

No ☐

Yes ☒

- AT CITY'S COST OF \$70,000

- SCHEDULED TO START IN THE YEAR 1992



Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance & Administration
Committee)

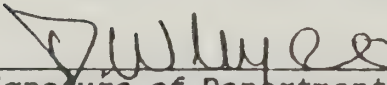
91.10.15

Date

Date

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: Property (Building Operations & Maint. - C.U.P.)
2. PROJECT NAME: City Hall - Stand Alone Boilers For Hot Water Generation
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.: Provide individual stand alone natural gas boilers for; a) domestic hot water generation and b) vehicle wash water generation, thereby reducing/eliminating the need to operate the older less efficient coil tube boilers for this purpose.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1992
- (b) PROJECT FINISHING DATE (MONTH-YEAR): 1992
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$100,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
- (c) NET CITY'S COST: \$100,000
- (d) ANNUAL CAPITAL FINANCING COST: \$ 16,000
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$160,000
- (f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE - 1992 \$100,000
- 1993 \$
- 1994 \$
- 1995 \$
- 1996 \$
- 1997 & after \$
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Energy cost savings from reduced natural gas consumption, an estimated \$20,000 annually would not be achieved.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
- No ☐ Yes ☒ - AT CITY'S COST OF \$100,000
- SCHEDULED TO START IN THE YEAR 1992



Signature of Department Head/Local
Board Manager
(for Standing Committee)

91.10.15

Date

Signature of C.A.O.
(for Finance & Administration
Committee)

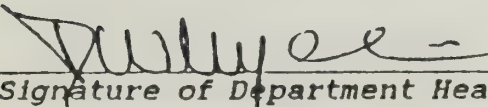
Date

City of Hamilton

PROJECT NUMBER:

1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: Property (Building Operations & Maintenance)
2. PROJECT NAME: Energy Conservation Projects
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.: In 1991 the Property Dept. contracted Enermodal Engineering Ltd. to conduct energy audits of 5 Civic facilities (Central Memorial, Kiwanis Club, Hill Park, Mountain Arena, & Westmount Rec. Centre). By implementing the recommendations the City will realize annual energy savings estimated at \$61,000. Capital costs for these improvements are approx. \$70,110 providing a simple payback of 1.2 years.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1992
(b) PROJECT FINISHING DATE (MONTH-YEAR): 1992
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$100,000
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
(c) NET CITY'S COST: \$100,000
(d) ANNUAL CAPITAL FINANCING COST: \$ 16,000
(e) TOTAL CARRYING COST OF RETIRING DEBT: \$ 160,000
(f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE - 1992 \$100,000
- 1993 \$
- 1994 \$
- 1995 \$
- 1996 \$
- 1997 & after \$
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Corporation would not realize savings and possible improvements to indoor environment.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
No ☒ Yes ☐ - AT CITY'S COST OF \$
- SCHEDULED TO START IN THE YEAR


Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance & Administration
Committee)

91-10-15
Date

Date

City of Hamilton

PROJECT NUMBER:

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: Property (Building Operations & Maintenance)
2. PROJECT NAME: Major Maintenance To Civic Buildings
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.: To provide for replacement of major building components such as roofs, lighting, heating plants, air-conditioners, structural repairs, etc., which require attention only occasionally during the life span of a building. Account also provides for major, unforeseen repairs within our numerous buildings which arise unannounced throughout the year.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1993
- (b) PROJECT FINISHING DATE (MONTH-YEAR): 1996
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$1,650,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
- (c) NET CITY'S COST: \$1,650,000
- (d) ANNUAL CAPITAL FINANCING COST: \$ 269,000
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$2,690,000
- (f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE

- 1992	\$
- 1993	\$350,000
- 1994	\$400,000
- 1995	\$400,000
- 1996	\$500,000
- 1997 & after	\$
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Could result in the closure of a civic building and cancellation of a program offered by the City. In less extremes, temporary repairs might suffice as a stop-gap measure before the ultimate permanent replacement is necessary.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

No ☐Yes ☒

- AT CITY'S COST OF \$1,450,000

- SCHEDULED TO START IN THE YEAR 1993

D. W. L. L. L.
 Signature of Department Head/Local
 Board Manager
 (for Standing Committee)

 Signature of C.A.O.
 (for Finance & Administration
 Committee)

91.10.15
 Date

 Date

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

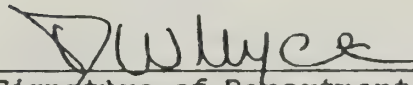
1. DEPARTMENT/LOCAL BOARD: Property (Building Operations & Maintenance)
2. PROJECT NAME: Replacement Of Pool Filtration System - Ryerson Rec. Cntr.
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.: To provide for the replacement of the pool filtration system and piping at Ryerson Recreation Centre. The system will have reached the end of its useful life by 1993. Mechanical component parts of the system can only be repaired and maintained to a certain extent following which entire replacement becomes necessary.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1993
- (b) PROJECT FINISHING DATE (MONTH-YEAR): 1993
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$275,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
- (c) NET CITY'S COST: \$275,000
- (d) ANNUAL CAPITAL FINANCING COST: \$45,000
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$450,000
- (f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE

- 1992	\$
- 1993	\$275,000
- 1994	\$
- 1995	\$
- 1996	\$
- 1997 & after	\$
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Increased costs in maintaining present if in fact it can be maintained. Complete loss of programming time as a result of malfunctions. Possible health & safety considerations if replacement not undertaken.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

No ☐Yes ☒

- AT CITY'S COST OF \$250,000

- SCHEDULED TO START IN THE YEAR 1993



 Signature of Department Head/Local
 Board Manager
 (for Standing Committee)

 Signature of C.A.O.
 (for Finance & Administration
 Committee)

91.10.15

Date

Date

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: Property Department (Real Estate Division)
2. PROJECT NAME: Property Purchases - General
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:

From time to time, through any given year, City Council will direct our department to purchase property for Civic use. Due to the uncertainty of these purchases, amounts should be earmarked from reserve funds for the current year.

4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1992
- (b) PROJECT FINISHING DATE (MONTH-YEAR): 1992
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 1,000,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
- (c) NET CITY'S COST: \$ 1,000,000
- (d) ANNUAL CAPITAL FINANCING COST: \$ 163,000
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$ 1,630,000
- (f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE - 1992 \$ 1,000,000
- 1993 \$
- 1994 \$
- 1995 \$
- 1996 \$
- 1997 & after \$
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
The opportunity to purchase needed property for municipal purposes would be lost.

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

No ☐ Yes ☒ - AT CITY'S COST OF \$ 600,000
- SCHEDULED TO START IN THE YEAR 1992

*Signature of Department Head/Local
Board Manager
(for Standing Committee)*

*Signature of C.A.O.
(for Finance & Administration
Committee)*

Date

Date

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

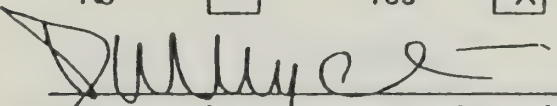
1. DEPARTMENT/LOCAL BOARD: **Property Department (Real Estate Division)**
2. PROJECT NAME: **Property Purchases - General**
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:

From time to time, through any given year, City Council will direct our department to purchase property for Civic use. Due to the uncertainty of these purchases, amounts should be earmarked from reserve funds for each year.

4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1993
- (b) PROJECT FINISHING DATE (MONTH-YEAR): 1996
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 6,000,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
- (c) NET CITY'S COST: \$ 6,000,000
- (d) ANNUAL CAPITAL FINANCING COST: \$ 976,000
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$ 9,760,000
- (f) NATURE OF FINANCING: ,
6. (a) YEAR OF EXPENDITURE
- 1992 \$
- 1993 \$ 600,000
- 1994 \$ 1,800,000
- 1995 \$ 1,800,000
- 1996 \$ 1,800,000
- 1997 & after \$
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
The opportunity to purchase needed property for municipal purposes would be lost.

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

No ☐Yes ☒- AT CITY'S COST OF \$ 4,200,000- SCHEDULED TO START IN THE YEAR 1993


Signature of Department Head/Local
Board Manager
(for Standing Committee)

Oct 15/91

Date

Signature of C.A.O.
(for Finance & Administration
Committee)

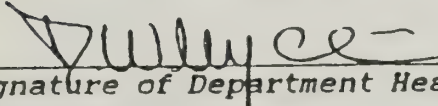
Date

City of Hamilton

PROJECT NUMBER:

1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: Property (Building Operations & Maintenance)
2. PROJECT NAME: Boiler Replacement - Westmount & Mountain Arena
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.: The heating equipment in these facilities have reached their life expectancy and are no longer reliable or efficient. These plants provide both domestic hot water and building heating water.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1994
(b) PROJECT FINISHING DATE (MONTH-YEAR): 1994
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$150,000
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
(c) NET CITY'S COST: \$150,000
(d) ANNUAL CAPITAL FINANCING COST: \$ 24,000
(e) TOTAL CARRYING COST OF RETIRING DEBT: \$240,000
(f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE
- 1992 \$
- 1993 \$
- 1994 \$150,000
- 1995 \$
- 1996 \$
- 1997 & after \$
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
We will continue to make repairs to the systems until their inevitable failure. Un-scheduled shutdown of the heating systems would force the program to be suspended until replacement could be made at a much higher cost.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
No ☒ Yes ☐ - AT CITY'S COST OF \$
- SCHEDULED TO START IN THE YEAR



Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance &
Administration
Committee)

91.10.15

Date

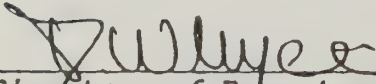
Date

City of Hamilton

PROJECT NUMBER:

1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: Property (Building Operations & Maint. - C.U.P.)
2. PROJECT NAME: Copps Coliseum - Steam To Hot Water Conversion
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.: Conversion of the existing steam heating system utilized for area heating, coil protection and domestic hot water generation to hot water so as to provide reduction in both operating and maintenance costs and increase equipment longevity. Retrofit will eliminate steam equipment ie; traps, pumps, feedwater treatment stations and will require piping, valve, and pump modifications.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1994
(b) PROJECT FINISHING DATE (MONTH-YEAR): 1994
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$190,000
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
(c) NET CITY'S COST: \$190,000
(d) ANNUAL CAPITAL FINANCING COST: \$ 31,000
(e) TOTAL CARRYING COST OF RETIRING DEBT: \$310,000
(f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE
- 1992 \$
- 1993 \$
- 1994 \$190,000
- 1995 \$
- 1996 \$
- 1997 & after \$
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Cost avoidance as determined through consultant's feasibility study ie;
\$19,200 annually (1988 \$) would not be realized.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
No ☐ Yes ☒ - AT CITY'S COST OF \$190,000
- SCHEDULED TO START IN THE YEAR 1994



Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance & Administration
Committee)

91.10.15

Date

Date

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: Property Department
2. PROJECT NAME: Accommodation Requirements - City Hall
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:

To provide for various alterations and modernization, electrical and telephone re-arrangements, partitioning, floor coverings, furniture repair and replacement, etc. as required, resulting from revisions to operating methods (eg. departmental re-organizations, increased program responsibilities, etc.), changes in staff numbers, and need to improve cramped quarters within some departments.

4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1992
- (b) PROJECT FINISHING DATE (MONTH-YEAR): 1992
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 100,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
- (c) NET CITY'S COST: \$ 100,000
- (d) ANNUAL CAPITAL FINANCING COST: \$ 16,000
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$ 160,000
- (f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE

- 1992	\$ 100,000
- 1993	\$
- 1994	\$
- 1995	\$
- 1996	\$
- 1997 & after	\$

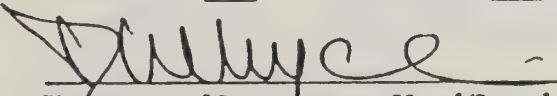
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Extreme overcrowding could result, subjecting the City to possible review by the Labour Department. The positive effects of alterations and modernization in terms of increased efficiency, productivity, occupant comfort and corporate image, would be lost.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

No

☐

Yes

☒- AT CITY'S COST OF \$ 100,000- SCHEDULED TO START IN THE YEAR 1992


Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance & Administration
Committee)

Oct 15, 1991
Date

Date

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: Property Department
2. PROJECT NAME: Accommodation Requirements - City Hall
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:

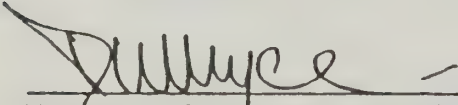
To provide for various alterations and modernization, electrical and telephone re-arrangements, partitioning, floor coverings, furniture repair and replacement, etc. as required from time to time, resulting from revisions to operating methods (eg. departmental re-organizations, increased program responsibilities, etc.), changes in staff numbers, and need to improve cramped quarters within some departments.

4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1993
- (b) PROJECT FINISHING DATE (MONTH-YEAR): 1996
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 450,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
- (c) NET CITY'S COST: \$ 450,000
- (d) ANNUAL CAPITAL FINANCING COST: \$ 73,000
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$ 730,000
- (f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE

- 1992	\$	
- 1993	\$	105,000
- 1994	\$	110,000
- 1995	\$	115,000
- 1996	\$	120,000
- 1997 & after	\$	

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Extreme overcrowding could result, subjecting the City to possible review by the Labour Department. The positive effects of alterations and modernization in terms of increased efficiency, productivity, occupant comfort and corporate image, would be lost.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

No ☒ Yes ☐ - AT CITY'S COST OF \$ _____
- SCHEDULED TO START IN THE YEAR _____



Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance & Administration
Committee)

Oct 15 / 91

Date

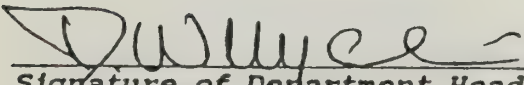
Date

City of Hamilton

PROJECT NUMBER:

1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: Property (Building Operations & Maintenance)
2. PROJECT NAME: Replacement Of Roof Deck - Rosedale Arena
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.: This roof deck will have reached its normal life expectancy in 1994 at which time it will no longer be reliable in preventing infiltration of the outdoor elements. Over the years repairs have been made however at this time the most cost effective measure would be to replace the entire roof deck.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1994
(b) PROJECT FINISHING DATE (MONTH-YEAR): 1994
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$180,000
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
(c) NET CITY'S COST: \$180,000
(d) ANNUAL CAPITAL FINANCING COST: \$ 19,000
(e) TOTAL CARRYING COST OF RETIRING DEBT: \$ 290,000
(f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE
- 1992 \$
- 1993 \$
- 1994 \$180,000
- 1995 \$
- 1996 \$
- 1997 & after \$
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Without a plan to replace the roof deck we will continue to make patches (if possible) until it no longer is feasible at which time complete replacement will be required. Possible damage to roof structure and interior structure and components resulting in greater capital expenditure. Possible disruption to program.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
No ☒ Yes ☐ - AT CITY'S COST OF \$
- SCHEDULED TO START IN THE YEAR


Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance &
Administration
Committee)

9/10/95
Date

Date

City of Hamilton

PROJECT NUMBER:

1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: Property (Building Operations & Maintenance)
2. PROJECT NAME: Inch Park Pool - Pool Filtration Renovation
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.: To replace pool filtration system and concrete deck. The pool filtration system will have reached the end of its useful life by 1994. Mechanical component parts and concrete deck can only be repaired and maintained to a certain extent following which entire replacement becomes necessary.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1994
- (b) PROJECT FINISHING DATE (MONTH-YEAR): 1994
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$427,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
- (c) NET CITY'S COST: \$427,000
- (d) ANNUAL CAPITAL FINANCING COST: \$69,000
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$690,000
- (f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE
 - 1992 \$
 - 1993 \$
 - 1994 \$427,000
 - 1995 \$
 - 1996 \$
 - 1997 & after \$
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Without a plan to replace the filtration system we will continue to make repairs (if possible) to the system until its inevitable failure. The program for this facility would be untimely disrupted in the event of failure. Possible health and safety considerations if replacement not undertaken.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
No ☒ Yes ☐
 - AT CITY'S COST OF \$
 - SCHEDULED TO START IN THE YEAR

D. W. Luce
Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance &
Administration
Committee)

91.10.15
Date

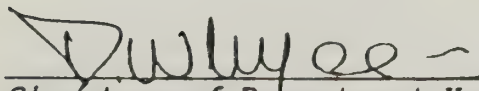
Date

City of Hamilton

PROJECT NUMBER:

1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: Property (Building Operations & Maintenance)
2. PROJECT NAME: Replacement Of Roof Deck - Scott Park Arena
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.: This roof deck will have reached its normal life expectancy in 1994 at which time it will no longer be reliable in preventing infiltration of the outdoor elements. Over the years repairs have been made however at this time the most cost effective measure would be to replace the entire roof deck.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1994
- (b) PROJECT FINISHING DATE (MONTH-YEAR): 1994
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$150,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
- (c) NET CITY'S COST: \$150,000
- (d) ANNUAL CAPITAL FINANCING COST: \$ 24,000
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$240,000
- (f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE
 - 1992 \$
 - 1993 \$
 - 1994 \$150,000
 - 1995 \$
 - 1996 \$
 - 1997 & after \$
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Without a plan to replace the roof deck we will continue to make patches (if possible) until it no longer is feasible at which time complete replacement will be required. Possible damage to roof structure and interior structure and components resulting in greater capital expenditure. Possible disruption to program.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
No ☒ Yes ☐
 - AT CITY'S COST OF \$
 - SCHEDULED TO START IN THE YEAR


Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance &
Administration
Committee)

91.10.15
Date

Date

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: Property (Building Operations & Maintenance)
2. PROJECT NAME: Replacement Of Roof Deck - Mountain Arena
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.: This roof deck will have reached its normal life expectancy in 1995 at which time it will no longer be reliable in preventing infiltration of the outdoor elements. Over the years repairs have been made however at this time the most cost effective measure would be to replace the entire roof deck.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1995
- (b) PROJECT FINISHING DATE (MONTH-YEAR): 1995
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$250,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
- (c) NET CITY'S COST: \$250,000
- (d) ANNUAL CAPITAL FINANCING COST: \$ 11,000
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$ 110,000
- (f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE

- 1992	\$
- 1993	\$
- 1994	\$
- 1995	\$250,000
- 1996	\$
- 1997 & after	\$
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Without a plan to replace the roof deck we will continue to make patches (if possible) until it no longer is feasible at which time complete replacement will be required. Possible damage to roof structure and interior structure and components resulting in greater capital expenditure. Possible disruption to program.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

No	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	- AT CITY'S COST OF \$
				- SCHEDULED TO START IN THE YEAR

D. W. L. W. L. W. L.
Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance &
Administration
Committee)

91.10.15
Date

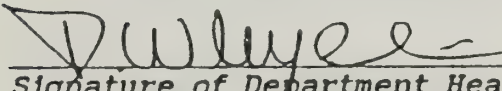
Date

City of Hamilton

PROJECT NUMBER:

1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: Property (Building Operations & Maintenance)
2. PROJECT NAME: Replacement Of Roof Deck - Hamilton Farmers Market
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.: This roof deck will have reached its normal life expectancy in 1994 at which time it will no longer be reliable in preventing infiltration of the outdoor elements. Over the years repairs have been made however at this time the most cost effective measure would be to replace the entire roof deck.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1994
- (b) PROJECT FINISHING DATE (MONTH-YEAR): 1994
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$130,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
- (c) NET CITY'S COST: \$130,000
- (d) ANNUAL CAPITAL FINANCING COST: \$ 21,000
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$ 210,000
- (f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE
- | | |
|----------------|-----------|
| - 1992 | \$ |
| - 1993 | \$ |
| - 1994 | \$130,000 |
| - 1995 | \$ |
| - 1996 | \$ |
| - 1997 & after | \$ |
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Without a plan to replace the roof deck we will continue to make patches (if possible) until it no longer is feasible at which time complete replacement will be required. Possible damage to roof structure and interior structure and components resulting in greater capital expenditure. Possible disruption to program.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
- No ☒ Yes ☐
- AT CITY'S COST OF \$
- SCHEDULED TO START IN THE YEAR


Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance &
Administration
Committee)


91.10.15
Date_____
Date

City of Hamilton

PROJECT NUMBER:

1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: Property (Building Operations & Maintenance)
2. PROJECT NAME: Parkdale Pool - Pool Filtration Renovation
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.: To replace pool filtration system and concrete deck. The pool filtration system will have reached the end of its useful life by 1995. Mechanical component parts and concrete deck can only be repaired and maintained to a certain extent following which entire replacement becomes necessary.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1995
- (b) PROJECT FINISHING DATE (MONTH-YEAR): 1995
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$448,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
- (c) NET CITY'S COST: \$448,000
- (d) ANNUAL CAPITAL FINANCING COST: \$ 73,000
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$720,000
- (f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE
 - 1992 \$
 - 1993 \$
 - 1994 \$
 - 1995 \$448,000
 - 1996 \$
 - 1997 & after \$
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Without a plan to replace the filtration system we will continue to make repairs (if possible) to the system until its inevitable failure. The program for this facility would be untimely disrupted in the event of failure. Possible health and safety considerations if replacement not undertaken.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
No ☒ Yes ☐
 - AT CITY'S COST OF \$
 - SCHEDULED TO START IN THE YEAR



Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance &
Administration
Committee)

91.10.15

Date

Date

City of Hamilton

PROJECT NUMBER:

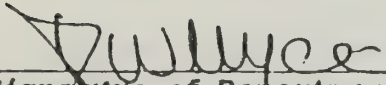
**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: Property (building Operations & Maint. - C.U.P.)
2. PROJECT NAME: C.U.P. - Building Automation System Upgrade
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.: Upgrading of existing building automation system to keep abreast of current technology. Upgrading to consist of additional DPS 640 mini computer dedicated to the maintenance manager aspect of the system. New mini computer to be interfaced to the existing so as to increase system effectiveness and efficiency.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1995
- (b) PROJECT FINISHING DATE (MONTH-YEAR): 1995
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$150,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
- (c) NET CITY'S COST: \$150,000
- (d) ANNUAL CAPITAL FINANCING COST: \$ 24,000
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$240,000
- (f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE

- 1992	\$
- 1993	\$
- 1994	\$
- 1995	\$150,000
- 1996	\$
- 1997 & after	\$

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Failure to upgrade existing system to keep abreast of current technology will result in system obsolescence and higher future cost.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

No	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	- AT CITY'S COST OF \$150,000
				- SCHEDULED TO START IN THE YEAR 1995



Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance & Administration
Committee)

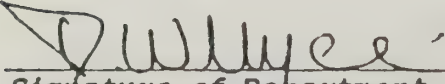
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Date

Date

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: Property (Building Operations & Maintenance)
2. PROJECT NAME: Coronation Pool - Pool Filtration Renovation
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.: To replace pool filtration system and concrete deck. The pool filtration system will have reached the end of its useful life by 1996. Mechanical component parts and concrete deck can only be repaired and maintained to a certain extent following which entire replacement becomes necessary.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1996
- (b) PROJECT FINISHING DATE (MONTH-YEAR): 1996
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$470,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
- (c) NET CITY'S COST: \$470,000
- (d) ANNUAL CAPITAL FINANCING COST: \$ 76,000
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$760,000
- (f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE
- | | |
|----------------|-----------|
| - 1992 | \$ |
| - 1993 | \$ |
| - 1994 | \$ |
| - 1995 | \$ |
| - 1996 | \$470,000 |
| - 1997 & after | \$ |
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Without a plan to replace the filtration system we will continue to make repairs (if possible) to the system until its inevitable failure. The program for this facility would be untimely disrupted in the event of failure. Possible health and safety considerations if replacement not undertaken.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
- No ☒ Yes ☐
- AT CITY'S COST OF \$
- SCHEDULED TO START IN THE YEAR



Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance &
Administration
Committee)

91.10.15

Date

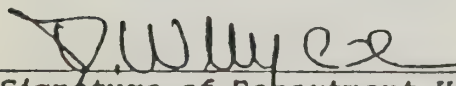
Date

City of Hamilton

PROJECT NUMBER:

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: Property (Building Operations & Maint. - C.U.P.)
2. PROJECT NAME: Replacement Of Existing Chillers & Associated Equipment
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.: The City Hall is equipped with 3 Trane Centrifugal Chillers for the purpose of air conditioning and de-humidifying. Two of these machines will have reached their life expectancy (37 Yrs.) in 1996. The other machine was added in 1988 & operates as the primary unit. The two older machines will be replaced with one 3-stage machine which will operate more efficiently. The cooling towers which are also original equipment will be replaced at this time.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1996
- (b) PROJECT FINISHING DATE (MONTH-YEAR): 1996
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$343,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
- (c) NET CITY'S COST: \$343,000
- (d) ANNUAL CAPITAL FINANCING COST: \$ 56,000
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$560,000
- (f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE
- 1992 \$
- 1993 \$
- 1994 \$
- 1995 \$
- 1996 \$343,000
- 1997 & after \$
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
All of the City Hall's air conditioning requirements will be dependent on the operation of the newest machine. During extreme temp. conditions it would be difficult to maintain a comfortable indoor environment. Further deterioration of the wooden cooling towers will result to the point where it will no longer be possible to repair resulting in failure to the air conditioning system.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
- No ☒ Yes ☐
- AT CITY'S COST OF \$
- SCHEDULED TO START IN THE YEAR



Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance &
Administration
Committee)

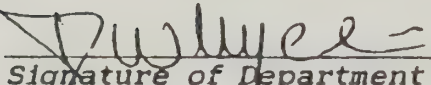
91.10.15

Date

Date

1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: Property (Building Operations & Maint.-C.U.P.)
2. PROJECT NAME: Major Overhaul Of Refrigeration/Air Conditioning Equipment- Copps Coliseum
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.: The Copps Coliseum is fitted with 4 - 400 ton A/C chillers, 1 - 80 ton and 1 - 120 ton Ice chiller. It is the manufacturers recommendation that a major teardown and overhaul of the equipment be performed every 7 - 10 years in order to ensure reliable service. This equipment will be 11 years old in 1996.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1996
- (b) PROJECT FINISHING DATE (MONTH-YEAR): 1996
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$230,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
- (c) NET CITY'S COST: \$230,000
- (d) ANNUAL CAPITAL FINANCING COST: \$ 37,000
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$ 370,000
- (f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE
- | | |
|----------------|-----------|
| - 1992 | \$ |
| - 1993 | \$ |
| - 1994 | \$ |
| - 1995 | \$ |
| - 1996 | \$230,000 |
| - 1997 & after | \$ |
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
The capital replacement of this equipment is in excess of \$1,000,000. This maintenance will ensure the life of the equipment. Should the maintenance be postponed or eliminated the risk of failure increases with the life of the equipment resulting in poor indoor conditions for staff & patrons, loss of ice surface and scheduled events, loss of revenue.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
- No ☒ Yes ☐
- AT CITY'S COST OF \$
- SCHEDULED TO START IN THE YEAR


Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance &
Administration
Committee)

91.10.15
Date

Date

City of Hamilton

PROJECT NUMBER:

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

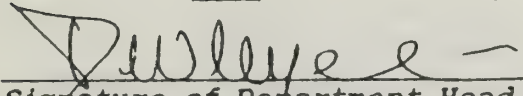
1. DEPARTMENT/LOCAL BOARD: Property (Building Operations & Maint. - C.U.P.)
2. PROJECT NAME; Convert A/C Equipment From CFC-11 To SUVA-123
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.: In 1987 an international treaty known as the "Montreal Protocol" was signed in an effort to reduce the world production of ozone depleting substances and eventually eliminate them. The schedule for reduction to 50% of the 1986 production levels is 1995 and complete phaseout by the year 2000. The City is dependent on C.F.C.'s for air conditioning and refrigeration. Some (20,000 lbs) are in use today. This project will convert the existing equipment to more environmentally acceptable refrigerants.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1996
- (b) PROJECT FINISHING DATE (MONTH-YEAR): 1999
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$504,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
- (c) NET CITY'S COST: \$504,000
- (d) ANNUAL CAPITAL FINANCING COST: \$ 82,000
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$820,000
- (f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE
 - 1992 \$
 - 1993 \$
 - 1994 \$
 - 1995 \$
 - 1996 \$160,000
 - 1997 & after \$344,000
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
The cost of current refrigerants will escalate exorbitantly and will eventually become non-existent leaving the equipment inoperable subsequently effecting programs and revenue.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

No ☒

Yes ☐

- AT CITY'S COST OF \$

- SCHEDULED TO START IN THE YEAR



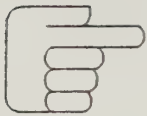
Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance &
Administration
Committee)

91.10.15

Date

Date



FUTURE CAPITAL PROJECT SCHEDULED TO BE STARTED 1997-2001

1. DEPARTMENT/LOCAL BOARD: Property Department (Real Estate Division)
2. PROJECT NAME: Property Purchases - General
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
From time to time, through any given year, City Council will direct our department to purchase property for Civic use. Due to the uncertainty of these purchases, amounts should be earmarked from reserve funds for each year.

4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1997
- (b) PROJECT FINISHING DATE (MONTH-YEAR): 2001
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 7,500,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
- (c) NET CITY'S COST: \$ 7,500,000
- (d) ANNUAL CAPITAL FINANCING COST: \$ 1,221,000
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$ 12,210,000
- (f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE - 1997 \$ 1,500,000
- 1998 \$ 1,500,000
- 1999 \$ 1,500,000
- 2000 \$ 1,500,000
- 2001 \$ 1,500,000
- 2002 & after \$
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
The opportunity to purchase needed property for municipal purposes would be lost.

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

No

☐

Yes

☒

- AT CITY'S COST OF \$ 8,100,000

- SCHEDULED TO START IN THE YEAR 1996

[Signature]
Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance & Administration
Committee)

Oct 15/91

Date

Date

SCHEDULE A

PROJECTS FOR 1992 - 1996 PROVISIONAL CAPITAL BUDGET CONSIDERATION

Project Name	Net Cost	1992	1993	1994	1995	1996	1997 & After	New Project
1. Asbestos Management Program - Civic Buildings	550,000	550,000						yes
2. Major Maintenance to Civic Buildings	300,000	300,000						no
3. Replacement of Pool Filtration System - Jimmy Thompson	250,000	250,000						no
4. Various Capital Replacements/Revisions: New Equipment	70,000	70,000						no
5. Stand Alone Boilers for Hot Water Generation - City Hall	100,000	100,000						no
6. Energy Conservation Projects	100,000	100,000						yes
7. Major Maintenance to Civic Buildings	1,950,000		350,000	400,000	400,000	500,000		no
8. Replacement of Pool Filtration System - Ryerson Recreation Centre	275,000		275,000					no
9. Fan Plenum Retrofit - City Hall	60,000		60,000					no
10. Various Capital Replacements/Revisions: New Equipment	290,000		70,000	70,000	70,000	80,000		no
11. Property Purchases - General	1,000,000	1,000,000						no
12. Property Purchases - General	9,000,000		600,000	1,800,000	1,800,000	1,800,000		no
13. Energy Conservation Projects	400,000		100,000	100,000	100,000	100,000		yes
14. Boiler Replacement - Westmount & Mountain Arena	150,000			150,000				yes
15. Steam to Hot Water Conversion - Copps Coliseum	190,000			190,000				no
16. Accommodation Requirements - City Hall	100,000	100,000						no
17. Accommodation Requirements - City Hall	450,000		105,000	110,000	115,000	120,000		yes
18. Replacement of Roof Deck - Rosedale Arena	180,000			180,000				yes
19. Pool Filtration Renovation - Inch Park Pool	427,000			427,000				yes
20. Replacement of Roof Deck - Scott Park Arena	150,000			150,000				yes
21. Major Accommodation Upgrades - City Hall	5,100,000		100,000	3,000,000	2,000,000			yes
22. Roof Replacement - City Hall	330,000				330,000			yes
23. Replacement of Roof Deck - Mountain Arena	250,000				250,000			yes
24. Replacement of Roof Deck - Hamilton Farmers Market	130,000			130,000				yes
25. Pool Filtration Renovation - Parkdale Pool	446,000				448,000			yes
26. Building Automation System Upgrade	150,000				150,000			no
27. Pool Filtration Renovation - Coronation Pool	470,000					470,000		yes
28. Replacement of Existing Chilliers & Associated Equipment	343,000					343,000		yes
29. Major Overhaul of Refrigeration/Air Conditioning - Copps Coliseum	230,000					230,000		yes
30. Convert A/C Equipment from CFC-11 to SUVA-123	504,000					160,000	344,000	yes
	20,647,000	2,470,000	1,660,000	6,707,000	5,603,000	3,803,000	344,000	

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CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 December 27

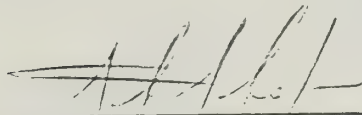
REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. John Johnston
Commissioner of Human Resources

SUBJECT: 1992 Capital Budget Submission - Human Resources
Centre (C-001-092)

RECOMMENDATION:

That the Project be reviewed and considered for inclusion in the Provisional 1992 - 1996 capital budget.



John Johnston

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The gross capital cost of the project is \$1,000,000 of which half will be recovered from the Region.

BACKGROUND:

The Human Resource Information System is a new project for the 1992 Capital Budget. The project will involve a needs study, designing, testing, developing and implementation of the computerized system.

Due to the increasing demands for information required by Legislation, Management and Employees the present system is not sufficient. The new system will include Employment Equity Tracking, Health & Safety Information, as well as Staffing information and an updated Attendance/Income Protection System.

Attach.

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: HUMAN RESOURCES CENTRE
2. PROJECT NAME: HUMAN RESOURCE INFORMATION SYSTEM
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
COMPUTERIZED HUMAN RESOURCE INFORMATION SYSTEM, NEEDS STUDY, DESIGN, TEST, DEVELOP AND IMPLEMENTATION. OBJECTIVE OF THE SYSTEM IS TO HAVE ON-LINE ACCESS TO MGMT/EMPLOYEE INFORMATION IN THE FIELD, EMPLOYMENT EQUITY TRACKING, ATTENDANCE/I.P.P., SAFETY INFORMATION, COMPLEMENT CONTROL, APPLICANT TRACKING, STAFFING INFORMATION, LABOUR RELATIONS INFORMATION, CONTRACT
4. (a) PROJECT STARTING (Year of O.M.B. approval) LANGUAGE AND POLICIES AND DATE (MONTH-YEAR): 1992 PROCEDURES ON-LINE
 (b) PROJECT FINISHING DATE (MONTH-YEAR): 1995
5. (a) GROSS COST OF PROJECT
 IN YEAR-OF-START DOLLARS: \$ 1,000,000
 (b) LESS SUBSIDIES AND OTHER RECEIPTS: REGION (50%) \$ 500,000
 (c) NET CITY'S COST: \$ 500,000
 (d) ANNUAL CAPITAL FINANCING COST: \$ _____
 (e) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____
 (f) NATURE OF FINANCING: _____
6. (a) YEAR OF EXPENDITURE - 1992 \$ 200,000
 - 1993 \$ 100,000
 - 1994 \$ 100,000
 - 1995 \$ 100,000
 - 1996 \$ _____
 - 1997 & after \$ _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____
8. ADDITIONAL ANNUAL OPERATING COST: \$ _____
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Cannot meet increasing demands for information required by legislation, management and employees. Attendance System built 20 years ago. Does not meet today's needs for attendance management.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
 No ☒ Yes ☐ - AT CITY'S COST OF \$ _____
 - SCHEDULED TO START IN THE YEAR _____

*Signature of Department Head/Local
 Board Manager
 (for Standing Committee)*

*Signature of C.A.O.
 (for Finance & Administration
 Committee)*

 Date

 Date



Hamilton
Entertainment
and Convention
Facilities Inc.

DEC 2

11. (a)

MEMO TO: Mr. J. Thompson
Secretary
FINANCE AND ADMINISTRATION COMMITTEE

COPY TO: Mr. G. Macaluso
Managing Director, H.E.C.F.I.

Mr. J. Leuser, Director
Finance and Administration, H.E.C.F.I.

FROM: Patricia Bennett
Legislative Assistant
H.E.C.F.I.

DATE: December 27, 1991

SUBJECT: H.E.C.F.I. : 1992 - 1996 CAPITAL
BUDGET PROGRAMME

The H.E.C.F.I. Board of Directors approved the 1992 - 1996 Capital Budget Programme at its meeting held December 19, 1991.

H.E.C.F.I.'s 1992 - 1996 Capital Budget Programme is enclosed for your consideration and review.

Respectfully submitted, ?

Patricia Bennett
Legislative Assistant

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

Summary of the 1992 - 1996 Capital Budget Programme

<u>Project No.</u>	<u>Description</u>	<u>Project Start</u>	<u>Project Finish</u>	<u>1992</u>	<u>1993</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1992-96 Total</u>
1.	Replacements/Renovations for Building and Equipment	1992	1996	175,000.	185,000.	90,000.	25,000.	180,000.	655,000.
2.	Hamilton Place - Studio Theatre Equipment and Renovations	1992	1993	32,000.		138,000.			170,000.
3.	Hamilton Place - Great Hall Equipment and Renovations	1993	1993		300,000.	200,000.		500,000.	
4.	Corporate - Automated Facilities Management System	1992	1993	315,000.	270,000.				585,000.
5.	Hamilton Convention Centre - Refurbish Wentworth Exhibition Hall	1992	1993	250,000.		250,000.			500,000.

<u>Project No.</u>	<u>Description</u>	<u>Project Start</u>	<u>Project Finish</u>	<u>1992</u>	<u>1993</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1992-96 Total</u>
6.	Hamilton Convention Centre - Roofing Replacement	1996	1996					350,000.	350,000.
7.	Hamilton Place - Replacement of Casual Furniture	1994	1994			120,000.			120,000.
8.	Hamilton Place - Barrier Free Accessibility	1992	1992	75,000.					75,000.
				<u>847,000.</u>	<u>755,000.</u>	<u>798,000.</u>	<u>25,000.</u>	<u>530,000.</u>	<u>2,955,000.</u>

1992-1996 CAPITAL BUDGET INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: HECFI
2. PROJECT NAME: VARIOUS CAPITAL REPLACEMENTS/RENOVATIONS FOR BUILDINGS AND EQUIPMENT
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, EQUIPMENT LOCATION, ETC.:
Allowance to provide for various replacements and renovations for the three facilities and ancillary equipment.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1992
(b) PROJECT FINISHING DATE (MONTH-YEAR): December 1996
5. (a) GROSS COST OF PROJECT IN YEAR-OF-START DOLLARS: \$ 655,000.
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$
(c) NET CITY'S COST: \$ 655,000.
(d) ANNUAL CAPITAL FINANCING COST: \$
(e) TOTAL CARRYING COST OF RETIRING DEBT: \$
(f) NATURE OF FINANCING:
6. (a) YEAR OF EXPENDITURE - 1992 \$ 175,000.
- 1993 \$ 185,000.
- 1994 \$ 90,000.
- 1995 \$ 25,000.
- 1996 \$ 180,000.
- 1997 & after \$
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT:
8. ADDITIONAL ANNUAL OPERATING COST: \$
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Failing to maintain and replace building components, systems and equipment would result in building and image deterioration, likely to effect our ability to attract and deliver events.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
No ☐ Yes ☒ - AT CITY'S COST OF \$ 475,000.
- SCHEDULED TO START IN THE YEAR 1992

Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance & Administration
Committee)

Date _____

Date _____

PROJECT NAME : VARIOUS REPLACEMENTS/RENOVATIONS FOR BUILDING AND EQUIPMENT

<u>Facility/Project Description</u>	<u>1992</u>	<u>1993</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>
1) Hamilton Convention Centre					
a) Automated security system	25,000.				
b) Radio communication system	25,000.				
c) Banquet chair/table replacement		25,000.	20,000.	25,000.	
d) Casual furniture replacement		50,000.			
e) Replace domestic hot water tank			20,000.		40,000.
f) Replacement of kitchen equipment					
2) Hamilton Place					
a) Purchase of hydraulic lift	10,000.				
b) Automated security system	15,000.				
c) Refurbish bars and equipment	25,000.				
d) Roofing repair	65,000.				
e) Repairs/replacement of seat wagons		60,000.			60,000.
f) Retrofit follow spots					
3) Copps Coliseum					
a) Design retail/mall food court					
b) Purchase of catering equipment	10,000.	10,000.			
c) Expand control booth		15,000.			
d) Purchase radio equipment		25,000.			
e) Expand rink level washrooms			50,000.		
f) Replace office furnishings					10,000.
g) Allowance for roofing repairs					35,000.
h) Allowance for seating repairs					35,000.
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	\$175,000.	\$185,000.	\$ 90,000.	\$ 25,000.	\$180,000.

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: HECFI
2. PROJECT NAME: HAMILTON PLACE - STUDIO THEATRE EQUIPMENT AND RENOVATIONS
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
- Replace/refurbish risers, chairs, sound equipment, kitchen and servery area
- Allowance for replacement of casual furniture and purchase of tables, bar equipment
- Work undertaken will broaden the potential for use of this space; keep theatre equipment maintained.
4. (a) PROJECT STARTING (Year of O.M.B. approval) 1992
DATE (MONTH-YEAR):
(b) PROJECT FINISHING DATE (MONTH-YEAR): December 1994
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 170,000.
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 170,000.
(d) ANNUAL CAPITAL FINANCING COST: \$ _____
(e) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____
(f) NATURE OF FINANCING: _____
6. (a) YEAR OF EXPENDITURE - 1992 \$ 32,000.
- 1993 \$ _____
- 1994 \$ 138,000.
- 1995 \$ _____
- 1996 \$ _____
- 1997 & after \$ _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____
8. ADDITIONAL ANNUAL OPERATING COST: \$ 2,000.
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
The risers and chairs have exceeded their life expectancy and will become unsafe to use. Sound equipment must be upgraded to maintain theatre standards. Expenditures relating to catering facilities will afford a diversification of use.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
No ☐ Yes ☒ - AT CITY'S COST OF \$ 170,000.
- SCHEDULED TO START IN THE YEAR 1992

Signature of Department Head/Local
Board Manager
(for Standing Committee)

Date

Signature of C.A.O.
/ (for Finance & Administration
Committee)

Date

1. DEPARTMENT/LOCAL BOARD: HECFI

2. PROJECT NAME: HAMILTON PLACE - GREAT HALL SEATING

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT,
LOCATION, ETC.:
- Chair frames, components and mechanisms are worn and in need of
replacement. Obtaining replacement parts for repairs is very difficult,
necessitating complete replacement. The equipment presently in use is
approaching twenty (20) years in age.

4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1993

(b) PROJECT FINISHING DATE (MONTH-YEAR): December 1994

5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 500,000.

(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____

(c) NET CITY'S COST: \$ 500,000.

(d) ANNUAL CAPITAL FINANCING COST: \$ _____

(e) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____

(f) NATURE OF FINANCING: _____

6. (a) YEAR OF EXPENDITURE - 1992 \$ _____

- 1993 \$ 300,000.

- 1994 \$ 200,000.

- 1995 \$ _____

- 1996 \$ _____

- 1997 & after \$ _____

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____

8. ADDITIONAL ANNUAL OPERATING COST: \$ 2,000.

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS
PROJECT:
A vital building component will be allowed to deteriorate, adversely
affecting our patrons and building image/reputation.

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

No ☐ Yes ☒ - AT CITY'S COST OF \$ 500,000.

- SCHEDULED TO START IN THE YEAR 1992

*Signature of C.A.O.
(for Finance & Administration
Committee)*

Date _____

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

HEOFI

1. DEPARTMENT/LOCAL BOARD: _____
2. PROJECT NAME: FACILITY MANAGEMENT SYSTEM
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
This Facility Management System will automate the Hamilton Convention Centre, Hamilton Place Theatre and Copps Coliseum from facility reservations to Event Management to event settlement. The purchase of such a system may also benefit the City Culture & Recreation Department with management of its arenas, recreation centres, etc. If both parties benefit from this project a cost sharing arrangement will be sought reducing HEOFI's overall cost on this project.
4. (a) PROJECT STARTING (Year of O.M.B. approval) April 1, 1992
DATE (MONTH-YEAR): _____
(b) PROJECT FINISHING DATE (MONTH-YEAR): December 31, 1993
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 585,000.
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 585,000.
(d) ANNUAL CAPITAL FINANCING COST: \$ _____
(e) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____
(f) NATURE OF FINANCING: _____
6. (a) YEAR OF EXPENDITURE - 1992 \$ 315,000.
- 1993 \$ 270,000.
- 1994 \$ _____
- 1995 \$ _____
- 1996 \$ _____
- 1997 & after \$ _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____
8. ○ ADDITIONAL ANNUAL NET OPERATING GAIN: \$ 98,000.
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
This system is required for HEOFI to remain competitive in the 1990's. All other major facilities are automated in one way or another.
Without automation, inefficiencies may result which will adversely effect customer service and HEOFI operations.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

No ☒Yes ☐

- AT CITY'S COST OF \$ _____

- SCHEDULED TO START IN THE YEAR _____

[Signature]

 Signature of Department Head/Local
 Board Manager
 (for Standing Committee)

Oct 30 '91

 Date

[Signature]

 Signature of C.A.O.
 (for Finance & Administration
 Committee)

Nov 4/91

 Date



Hamilton
Entertainment
and Convention
Facilities Inc.

Marketing and Sales
c/o Copps Coliseum
101 York Boulevard
Hamilton, Ontario L8R 3L4
Tel. 416/546-4000
Fax 416/527-6856

MEMO TO: **MARKETING AND SALES COMMITTEE**

FROM: Mr. Gabe Macaluso, Managing Director/CEO
 Mr. Barry Snetsinger, Director of Marketing & Sales

DATE: 5 November 1991

SUBJECT: **FACILITY MANAGEMENT SYSTEM**

BACKGROUND:

The concept of a completely automated computerized facility management system has been "in discussion" at HECFI since early 1986.

In October of 1988 a recommendation from Mr. Jim Hindson, Director of Information Systems, was forwarded to HECFI senior management for review and discussion. It detailed the following course of action:

1. That a steering committee, comprised of HECFI senior managers, a representative of the City's Department of Culture and Recreation, and Mr. Jim Hindson be formed.
2. That an outside consultant be retained to perform a "needs" study.
3. That a HECFI staffer be designated "Project Manager."
4. That a project timetable targeted towards an early 1992 implementation be developed.
5. That the HECFI capital budgets include an allocation dedicated to this project.

All of the above has been accomplished, and in addition a feasibility study has been completed, extensive orientation and briefing sessions conducted with all HECFI staff, and hardware and software recommendations submitted. The project is now entering its final stages which includes requests for vendor proposals, vendor submissions, evaluations, negotiations, and implementation.

What follows is a brief review designed to highlight the benefits associated with the acquisition of the system as justification for the capital budget request.

INTRODUCTION:

If HECFI is to remain competitive a Facility Management System (FMS) is a necessity.

Most, if not all, of our competitors in both the hospitality and the entertainment business sectors have, or are in the process of acquiring, systems similar to the one which we are currently evaluating.

Our objectives are as follows:

1. To fully integrate the management systems and procedures of all 3 HECFI facilities.
2. To free-up staff time currently devoted to routine administrative functions.
3. To improve the quality of available information and therefore the service to our clients.

The benefits of such a system are:

1. Increased efficiency and productivity resulting in incremental sales.
2. Improved cost and inventory control resulting in better margins.
3. A quicker, better flow of information resulting in improved client satisfaction and retention.
4. Streamlined internal reporting and communications resulting in a more informed management group.

THE COMPETITIVE ENVIRONMENT

Success in the 90's will be based in large part on the ability of an organization to assimilate and process ever increasing amounts of information. Organizations that are not fully automated will be at a distinct competitive disadvantage for the simple reason that they will not be able to keep pace with those organizations that are automated.

Currently the Hamilton Convention Centre is the only facility of its kind that does not have a computerized facility management system.

What follows is a brief summary of the experience of three of our competitors with respect to the implementation of a facility management system.

1. Ottawa Congress Centre

- Sales staff have been able to devote more time to new business development.
- 5% increase in overall productivity.
- Some reduction in food waste.
- Some reduction in inventory carrying costs.

2. Metro Toronto Convention Centre

- 2% increase in annual revenue as a direct result of the system allowing for more staff time devoted to new business development.
- 5% increase in overall productivity.
- 2% reduction in inventory carrying costs.
- 2% reduction in food waste.
- Margins improved by 1/2%

3. Edmonton Convention Centre

- Smoother, more hassle-free operation.
- Sales staff have been able to devote more time to business development.
- Not yet able to quantify revenue increase but they feel that the FMS has definitely helped.
- Not yet able to quantify productivity increase but they feel that the FMS has definitely had a positive impact.
- Some reduction in food waste and inventory carrying costs.
- Food costs have gone down 5%.

FACILITY MANAGEMENT SYSTEM FUNCTIONS

1. Electronic mail/communications connecting all departments.
2. Reservations, and booking confirmations.
3. "On Hold" file.
4. Floor plans.
5. Client data base.
6. Budgets, revenue, costs, by facility, by area, by room.
7. Function sheets.
8. Inventory control.
9. Policy manual.
10. Menu planning and costing.
11. Staff scheduling.
12. Settlements and invoicing.
13. Statement of account.

TANGIBLE BENEFITS OF THE FACILITY MANAGEMENT SYSTEM

Actual documented increases in sales and revenue as a direct consequence of the acquisition of a Facility Management System cannot be accurately assessed until the system is in place and operational for at least one year. However, we believe that the system will save enough administrative time to allow the sales department to generate more new business calls that will in-turn result in additional revenue. Each 1% growth in incremental revenue will result in a \$30,545.00 contribution towards HECFI's fixed costs.

In addition we believe the FMS will generate the following tangible benefits to HECFI:

1. The sales department will be able to manage existing accounts more efficiently, and minimize administrative functions thus freeing up more time to devote to the acquisition of new business.
2. Accumulation of a client database that can be used for marketing, sales, and promotional purposes.
3. Staff will be able to retrieve and analyze information faster and more efficiently resulting in improved customer service, and satisfaction and therefore more repeat business.

4. Productivity will increase without having to add more staff (in fact some clerical productivity gains may actually allow for staff reductions.)
5. Food and beverage inventory levels will be more efficiently and accurately monitored.
6. Tighter controls on purchasing will result in better cost control.
7. The FMS will improve our ability to manage margins and will provide the time and formulas for a variety of analysis too complex or time consuming to perform manually.

INTANGIBLE BENEFITS

Intangible benefits cannot be quantified and transformed into dollars and cents, but rather focus on issues such as service, customer satisfaction, goodwill, competitiveness, and staff morale.

We believe the FMS will generate the following intangible benefits to HECFI:

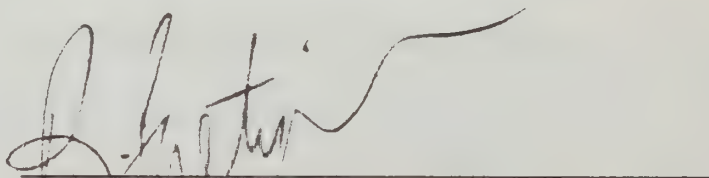
1. Access to better management reports and statistical data for more timely decisions.
2. Immediate response to internal and external inquiries.
3. Provision of current and historical comparisons instantly.
4. Improved internal communications and productivity; reductions in information errors; overall better staff morale.
5. Concentration of information in one source rather than the necessity of consulting a wide variety of sources.
6. A more streamlined, manageable flow of paper.

CONCLUSION:

1. If HECFI is to remain competitive automation is vital.
2. Computerization is part of the cost of doing business in the 90's.
3. The acquisition of a FMS will generate minimum annual inventory control savings of approximately \$49,000.00, improvements in staff productivity and operating efficiency that translate into annual cost savings of approximately \$68,440.00, and increased annual revenue of at least \$30,545.00. In respect of additional operating costs our estimate is that they may approximate \$50,000.00.
4. The effect of the FMS on productivity and efficiency will have a positive impact on every aspect of the HECFI operation.

Respectfully submitted,



Gabe Macaluso
MANAGING DIRECTOR/CEO

Barry Snetsinger
DIRECTOR OF MARKETING AND SALES

FACILITY MANAGEMENT SYSTEM CAPITAL BUDGET

SUBMISSION - NOVEMBER 4, 1991

OUTLINE OF EXPENDITURES

EXPENDITURE ITEMS	TOTAL (000)	1992 (000)	1993 (000)	1994 (000)	1995 (000)	CAPITAL BUDGET SUBMISSION: Budget Submitted 1992 Budget for 1993 Total Budget Amount Available-previous Available from 91/90 TOTAL ALLOWABLE COST
HARDWARE (55 terminals, 30 printers, mini-based system, etc)	248.0	130.0	118.0			(000)
SOFTWARE (to meet all our requirements)	94.0	50.0	44.0			315.0
TRAINING/IMPLEMENTATION (for staff and system set-up)	30.0	20.0	10.0			
TAX (PST/GST, if products/services are purchased in Canada)	62.1	30.0	32.1			270.0
US EXCHANGE (if products/services are purchased in U.S.)	17.1	11.0	6.1			
SUBTOTAL	451.2	241.0	210.2			585.0
SOFTWARE MODIFICATION (software customization)	20.0	15.0	5.0			9.8
SALARIES (HECFI-Vince Guglielmo, I/S-Ron Cole)	88.0	64.0	24.0			99.0
CONSULTANT (to assist in FMS selection process)	15.0	15.0	0.0			
TRAVEL (site visits to inspect systems of short listed vendors)	11.0	11.0	0.0			
MISC.-Wiring (physical wiring of facilities for automation)	94.4	48.0	46.4			
-Contingency (for unforeseen items)						
SUBTOTAL	228.4	153.0	75.4			
TOTAL PURCHASE COST	679.6	394.0	285.6			
Available from 1990/91 (budget amounts available)	-99.0	-99.0				
Available-previous years (budget amounts available)	-9.8	-9.8				
FUNDS TO BUDGET FOR	570.8	285.2	285.6			

ANNUAL NET REVENUE (OPERATING COSTS)	1993 (000)	1994 (000)	1995 (000)
HARDWARE MAINTENANCE (annual fee charged by IBM, Digital, etc.)	-10.0	-10.0	-10.0
SOFTWARE SUPPORT (annual fee for updates and assistance)	-14.0	-14.0	-14.0
SALARIES (expected staff time to maintain system)		-9.0	-9.0
MISC OPERATING COSTS (on going supply costs-disks, toner, paper, etc)	-5.0	-17.0	-17.0
ANNUAL OPERATING COSTS	-29.0	-50.0	-50.0
ANNUAL INVENTORY CONTROL SAVINGS			
OPERATING EFFICIENCY & STAFF PRODUCTIVITY	24.5	49.0	49.0
ANNUAL INCREASED SALES	34.2	68.4	68.4
ANNUAL REVENUE INCREASE(SAVINGS)	15.2	30.5	30.5
	73.9	147.9	147.9
ANNUAL NET REVENUE (OPERATING COST)	44.9	97.9	97.9

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: HECFT
2. PROJECT NAME: HAMILTON CONVENTION CENTRE-REFURBISH/RENOVATE WENTWORTH EXHIBITION HALL
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
The Wentworth Exhibition Hall, with appropriate upgrades and renovations, would be a viable alternative to the Chedoke Hall for all types of events. Renovations would include the installation of a food server/preparation area, improvements to the floors, walls and ceiling, upgrading of the sound and lighting system.
4. (a) PROJECT STARTING (Year of O.M.B. approval) 1992
 DATE (MONTH-YEAR):
 (b) PROJECT FINISHING DATE (MONTH-YEAR): December 1994
5. (a) GROSS COST OF PROJECT IN YEAR-OF-START DOLLARS: \$ 500,000.
 (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
 (c) NET CITY'S COST: \$ 500,000.
 (d) ANNUAL CAPITAL FINANCING COST: \$ _____
 (e) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____
 (f) NATURE OF FINANCING: _____
6. (a) YEAR OF EXPENDITURE - 1992 \$ 250,000.
 - 1993 \$ _____
 - 1994 \$ 250,000.
 - 1995 \$ _____
 - 1996 \$ _____
 - 1997 & after \$ _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____
8. ADDITIONAL ANNUAL NET OPERATING GAIN: \$ 141,000.
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
This space will remain difficult to sell to clients as an alternative to the Chedoke Hall.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
 No ☒ Yes ☐ - AT CITY'S COST OF \$ _____
 - SCHEDULED TO START IN THE YEAR _____

[Signature]
 Signature of Department Head/Local Board Manager
 (for Standing Committee)

[Date]
 Date

[Signature]
 Signature of C.A.O.
 (for Finance & Administration Committee)

7-10-4/91
 Date

IMPACT OF WENTWORTH HALL RENOVATIONS

If Wentworth Hall were renovated to more closely resemble a ballroom as well as maintaining facilities to house trade/consumer shows, a direct result of such refurbishings will provide a number of benefits to both our clients and HECFI as a whole. The following benefits are anticipated:

- the HCC will be in a better position to house multiple conferences depending on their nature, size and type once Wentworth Hall is renovated. All of the HCC will be decorated consistently compared to the current make up. Clearly, an enhanced Wentworth Hall will add an additional 20,000 square feet of marketable space and potentially increase the revenue base. As well, the HCC will have more opportunities to house larger conferences with this extra space.

- In light of the increased competitive environment that we are currently encountering both with Toronto and now Windsor and the proposed convention centres to be built in London and Burlington, the importance of renovating the Wentworth Hall could never be more crucial than it is today. With new convention centres under construction that are within reasonable distances of the HCC, renovating Wentworth is one method for us to maintain our competitive edge. A renovated Wentworth Hall will make us more versatile and increase our flexibility in order to better manage our forever changing client demands. As well, this renovation will help modernize the HCC as mentioned above and provide us with more marketable space overall. As an example, refer to the Canadian Chamber of Commerce Case Study in Appendix 2.

Our research shows that of the major convention centres we sampled across Canada, most have an exhibit hall, however, unlike ours many are decorated to more suitably accommodate food and beverage functions. Please refer to Appendix 1 for survey results.

- Renovations to Wentworth Hall will make the facilities on the main level of the HCC more conducive to housing general public functions (concerts, dances, festivals, theme nights, and other functions that may be held in conjunction with Hamilton Place). Although such joint functions currently exist, this is one area that can provide substantial benefits since the Great Hall and Wentworth Hall are both on the same level with relatively easy access and are in close proximity to each other.

- Over the last few years the HCC has lost a number of its trade shows, such as the Auto Show, Home Show, Boat Show, and others that have moved to Copps Coliseum since they have expanded and outgrown the HCC. In addition, the new HECFI Marketing structure is proposing that the Sales staff concentrate on the "HECFI sell" and steer trade shows to Copps Coliseum if possible. The original purpose of Wentworth Hall, which was to facilitate trade/consumer shows has changed somewhat and the demand for exhibit facilities is not as strong today as it may have been in the past. Based on the above, Wentworth Hall will be used to accommodate more meetings and food and beverage

functions as our convention numbers increase. This can only be accomplished by renovating the Wentworth Hall.

The traditional convention has plenaries, work shops, meal functions, and often a trade show component. Although the exhibited trade show products depend on the industry that they are from, in the history of the HCC there have not been many instances where a trade show required the sole services of a real exhibition hall like Wentworth. In fact most prefer to be in a more comfortable setting such as that found in the Chedoke Ballroom.

-The HCC kitchen has been expanded to accommodate food preparation for 2,000 people. In our peak season the average food preparation is for 1,200 - 1,500 people, with the odd exception where this amount is exceeded. With the renovations to the Wentworth Hall, the excess kitchen capacity (500 people) can be utilized and will allow the sales department to book more food functions thereby increasing revenues and profits.

-a sophisticated renovation of Wentworth Hall will definitely increase client satisfaction and enhance the client experience. The renovation will provide the HCC with 20,000 square feet of more marketable space. If it were renovated to resemble anything close to the Chedoke Ballroom, many opportunities would arise. It would provide the HCC much more versatility in terms of room options available to clients and probably reduce our costs by not having to tear down/set up the Chedoke Ballroom as much under extreme time constraints in order to meet the clients' demands. In addition, since Wentworth Hall is on the ground level, ease of access will be a major benefit to the HCC especially to senior citizens and the physically challenged.

FINANCIAL IMPLICATIONS:

Data from the years 1988, 1989 and 1991 are used for the following calculations. The year 1988 was a relatively good year for activity in the HCC, 1989 was a banner year and 1991 was a slower year reflecting the recession. Data from the above years will provide an accurate estimate for information used in the calculations.

Percentage of Use for Wentworth vs Chedoke:

	<u>1988</u>	<u>1989</u>	<u>1991</u>	<u>3 Yr Avg</u>
Wentworth	29%	35%	27%	30%
Chedoke	34%	40%	31%	35%

The following calculations can be made:

		<u>Avg. Event Days</u> <u>Per Year</u>
Wentworth	30% of 365 days/yr	110
Chedoke	35% of 365 days/yr	<u>128</u>
Difference (Chedoke over Wentworth)		18

- 1) -Proposed 1992 square footage rate for Wentworth is 14¢/sq.ft.
-Proposed 1992 square footage rate for Chedoke is 18¢/sq.ft.
-Wentworth is used on average 110 days per year

Assume: Wentworth Hall is renovated to resemble Chedoke.

Avg Event Days/yr(Wentworth) x (1992 Chedoke sq. ft. rate less) x sq. ft. of Wentworth
(1992 Wentworth sq. ft. rate)

= Anticipated Revenue

$$110 \times (.18 - .14) \times 19662 = \$86,513.00$$

As a result of the renovations and the subsequent square footage rate increase, \$86,513.00 in increased revenues will be generated.

- 2) -Wentworth Hall stands to be utilized an average of 18 event days more than it currently is. This will be the same level that Chedoke is at.
-with a renovated Wentworth, a square footage rate of 18¢/sq. ft. can be justified.

Increase in Avg Event Days x 1992 proposed sq. ft. rate x sq. ft. of Wentworth

= Anticipated Revenue

$$18 \times .18 \times 19662 = \$63,705.00$$

As a result of increased activity, \$63,705.00 in increased room rental revenues will be generated.

In total, if renovations are made to the Wentworth Hall and its utilization increases to the level of the Chedoke Ballroom, \$150,218.00 can be expected in increased revenues per year. This amount is a conservative amount and has minimal costs associated with it since most of the extra costs are recovered from clients when they are charged for space on a square footage basis. Calculations used are based on the square footage rates and not on actual rack rates. Currently the HCC's rack rates in Wentworth and Chedoke have a 5¢ per square foot differential when divided by the square footage space of each room.

Whereas, the proposed square footage rates used in the calculations show a 4¢ per square foot differential.

As well, there is the definite possibility of higher revenues being achieved if after renovations the space becomes utilized with more meetings and food and beverage functions.

CONCLUSION:

By renovating Wentworth Hall, the extra \$150,218.00 in additional annual revenue less \$9,218.00 annual operating costs will more than offset the fixed cost of these renovations at the HCC.

The renovation will also allow the objectives proposed in the 1992 Marketing Plan to be achievable.

Based on the information contained in this document, we recommend that approval be given to commence renovations of the Wentworth Hall immediately.

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: HECFI
2. PROJECT NAME: HAMILTON CONVENTION CENTRE - ROOFING REPLACEMENT
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
By 1996, the Convention Centre's roofing system will require major
maintenance i.e. replacement. At fifteen (15) years of age, the roofing
system will be approaching its life expectancy.
4. (a) PROJECT STARTING (Year of O.M.B. approval) 1996
DATE (MONTH-YEAR):
(b) PROJECT FINISHING DATE (MONTH-YEAR): December 1996
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 350,000.
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 350,000.
(d) ANNUAL CAPITAL FINANCING COST: \$ _____
(e) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____
(f) NATURE OF FINANCING: _____
6. (a) YEAR OF EXPENDITURE - 1992 \$ _____
- 1993 \$ _____
- 1994 \$ _____
- 1995 \$ _____
- 1996 \$ 350,000.
- 1997 & after \$ _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____
8. ADDITIONAL ANNUAL OPERATING COST: \$ 0.
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
The maintenance of a vital building component will not be adequately
provided for.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
No ☒ Yes ☐ - AT CITY'S COST OF \$ _____
- SCHEDULED TO START IN THE YEAR _____

[Signature]
Signature of Department Head/Local
Board Manager
(for Standing Committee)

[Date]
Date

[Signature]
Signature of C.A.O.
(for Finance & Administration
Committee)

[Date]
Date

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: HECFI
2. PROJECT NAME: HAMILTON PLACE - REPLACEMENT OF CASUAL FURNITURE
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
Replacement of all casual furniture on the main, piano nobile, first and
second balcony levels. Replacing the original, worn and outdated
furnishings will increase significantly the visual and comfortable
appeal of the interior.
4. (a) PROJECT STARTING (Year of O.M.B. approval) 1994
DATE (MONTH-YEAR):
(b) PROJECT FINISHING DATE (MONTH-YEAR): December 1994
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 120,000.
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 120,000.
(d) ANNUAL CAPITAL FINANCING COST: \$ _____
(e) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____
(f) NATURE OF FINANCING: _____
6. (a) YEAR OF EXPENDITURE - 1992 \$ _____
- 1993 \$ _____
- 1994 \$ 120,000.
- 1995 \$ _____
- 1996 \$ _____
- 1997 & after \$ _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____
8. ADDITIONAL ANNUAL OPERATING COST: \$ _____
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
The existing furniture is worn and outdated. Failing to provide for its
replacement will adversely affect our patrons' comfort/enjoyment and the
building's image and reputation.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
- No ☒ Yes ☐ - AT CITY'S COST OF \$ _____
- SCHEDULED TO START IN THE YEAR _____

[Signature]
Signature of Department Head/Local
Board Manager
(for Standing Committee)

21 November 1994
Date

[Signature]
Signature of C.A.O.
(for Finance & Administration
Committee)

Nov 4/94
Date

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: HECFI
2. PROJECT NAME: HAMILTON PLACE - BARRIER FREE ACCESSIBILITY
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
Improvements to building so as to afford barrier free access for the disabled. Improvements recommended include ramp for Stage Door entrance, Studio Theatre corridor; power assists for interior doors; upgrades to washroom facilities and hearing impaired communications system.
4. (a) PROJECT STARTING (Year of O.M.B. approval) 1992
DATE (MONTH-YEAR): _____
(b) PROJECT FINISHING DATE (MONTH-YEAR): December 1992
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 75,000.
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 75,000.
(d) ANNUAL CAPITAL FINANCING COST: \$ _____
(e) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____
(f) NATURE OF FINANCING: _____
6. (a) YEAR OF EXPENDITURE - 1992 \$ 75,000.
- 1993 \$ _____
- 1994 \$ _____
- 1995 \$ _____
- 1996 \$ _____
- 1997 & after \$ _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____
8. ADDITIONAL ANNUAL OPERATING COST: \$ _____
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Disabled individuals will continue to be inconvenienced; building will not conform to barrier free design standards.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
No ☒ Yes ☐ - AT CITY'S COST OF \$ _____
- SCHEDULED TO START IN THE YEAR _____

[Signature]
Signature of Department Head/Local
Board Manager
(for Standing Committee)

[Date]
Date

[Signature]
Signature of C.A.O.
(for Finance & Administration
Committee)

[Date]
Date

HAMILTON PUBLIC LIBRARY

11. (e)

35 YORK BOULEVARD, BOX 2700, STATION A. Envooy Address: HAM.PUB.LIB.
HAMILTON, ONTARIO L8N 4E4 Tel: (416) 529-8111, Fax: (416) 529-5326

JAN 2 1992

December 30th, 1991

Alderman Don Ross, Chairman
Finance & Administration Committee
The Corporation of the City of Hamilton
71 Main Street West
HAMILTON, Ontario L8N 3T4

Attention: Mr. John Thompson, Secretary, Finance & Administration Committee

Dear Alderman Ross:

Re: Hamilton Public Library Board Capital Budget Programme 1992 - 2001

The Hamilton Public Library Board thanks you for the opportunity to present its proposed 1992 - 2001 Capital Budget Programme. The Library's Capital priorities include the following:

The renovation and expansion of Concession Library in order to bring this branch up to a level of service equitable with the service levels presently established in other branch libraries within the City;

Some renovation to the first floor of Central Library in order to achieve staff efficiencies and decrease FTE's to meet the intent of Council's Rightsizing Programme;

The replacement of the current telephone system with the CENTRAX system currently installed at City Hall in order to achieve future operating budget savings;

The continuing enhancement of the Library's collections through the utilization of automation technology by the purchasing of information in software format;

The expansion of the Library's collections in response to a major needs assessment study currently nearing completion at the Central Library of the Central Library collections and service demands; and

Plans to provide branch libraries in the Southeast Mountain and Southwest Mountain in order to respond to growing household development south of Limeridge.

CHIEF EXECUTIVE OFFICER: Judith McAnanama

LIBRARY BOARD: Chairperson - Margaret MacGillivray, Vice-Chairperson - John Syko;
Linda Church, Perce Diebel, Jackie Isbester, Doreen Johnson, Alderman William McCulloch, Tom Radigan,
Michael Riley, Peter Rogers, Alderman David Wilson

1. Concession Library

Total Cost: \$1,923,900

Start Date: 1992

Completion Date: 1993

It is planned to demolish the current building, originally built in 1942, and replace it with a new structure totalling 8,380 sq. ft. The new structure will encompass the current 555 Concession Avenue site and the adjoining 36 Cliff Avenue site. The original building is 3,373 sq. ft.

This Capital Budget project had been originally presented as an addition to the current structure. However, ongoing discussions with the City Architect has resulted in a recommendation from the City Architect to the Library Board that, in order to achieve future maintenance efficiencies and to achieve a better overall functional design, particularly with reference to the mechanical and lighting components of the building, that demolition of the original structure and the building of an entirely new facility, would better serve the Library Board's building programme.

This project is the Library Board's first priority. The branch expansion will be achieved without the addition of staff. There will be some additional operating costs for the overhead of the building including fire insurance, operating supplies, telephone, hydro, fuels, cleaning, etc. The current square footage of Concession Library is seriously inadequate to provide room for the collections and services utilized by Library users. The expansion in size would create for Concession Library's a service level comparable to, for example, Kenilworth and Westdale Libraries. These two libraries, which currently provide space of 8,000 sq. ft. and 7,750 sq. ft. respectively, experience approximately the same level of use as Concession Library.

2. Central Library First Floor Renovations

Cost of Project: \$ 456,200

Start Date: 1992

Completion Date: 1992

A renovation of the first floor of Central Library, in order to combine the check-out and check-in control functions, to provide for more efficient use of the floor space for the first floor collections and work area and to replace worn out entrance flooring surface. These renovations will result in the savings of 3 FTE's at a projected total savings of \$128,250.

3. CENTRAX Telephone System

Gross Cost: \$ 53,000

Start Date: 1992

Completion Date: 1992

It is planned to convert the existing telephone system at the Central Library to the CENTRAX III telephone system which is currently installed at the City and the Region. The existing SL1 system has reached its capacity and the conversion would result in improved efficiencies and reduced operating costs.

4. Collection Access

There are five projects.

Total Gross Cost: \$ 660,200

Start Date: 1992

Completion Date: 1996

It is planned to fund these projects from the Reserve for Library Capital Projects. This project which is being implemented in phases will provide for the expansion of public access catalogue facilities for Library users, and the enhancement of the Library's information resources, both on-line and in compact disc format. The public access catalogue terminals provide a more comprehensive and easy to use bibliographic access to the Library's collections. The currently installed public access terminals at Central and Concession have received a high level of user support. The utilization of CD-ROM for the public access will minimize the impact upon the City of Hamilton's mainframe as the terminals are expanded throughout the Library system. As well, this project provides for the continuing introduction of information resources which are becoming available in compact disc format and provides the funds for the hardware support for the software. The funds designated for the information resources represent a one-time start-up cost, but there will be ongoing maintenance cost which has been identified in the Capital Budget submission form.

5. Collection Development

This project is divided into five (5) phases.

Total Cost: \$1,482,000

Start Date: 1995

Completion Date: 1999

The Collection Development Capital Budget project has been initiated to respond to the overall aging of the Library's major collections. As well, the Hamilton Public Library does not hold, on average, the same number of volumes per capita compared with other large libraries in Ontario.

Although the Operating Budget provides funds to allow for minimal purchasing of newly published titles, there are not funds available to replace large runs of titles in areas of fast changing information (e.g. technology) or to respond to the development of a major new collection in an area of a new information need (e.g. recent environment concerns). A major needs assessment study of the collections of the Central Library is nearing completing and its findings will be utilized to identify the final focus in the areas of major collection development required.

6. Southeast Mountain

Capital Cost: \$5,983,000

Start Date: 1996

Completion Date: 1997

A needs assessment study prepared for the Library Board by the Institute of Environmental Research and a facility report prepared by Anthony Butler, Architect has provided the basis of the proposal for this 15,200 sq. ft. branch library to be located in the Southeast Mountain in the Stonechurch Road area. This branch will provide Library service south of Limeridge in an area undergoing rapid household development. The branch is expected to serve a future population of some 39,000 residents. This area is currently served by a bookmobile stop at Quinndale by C. B. Sterling School on Queen Victoria Drive.

7. Southwest Mountain

Capital Cost: \$3,689,000

Start Date: 1997

Completion Date: 1998

Based upon a needs assessment study prepared by the Institute of Environmental Research and a facility report prepared by Anthony Butler, Architect it is proposed to construct a 8,800 sq. ft. branch library. This medium size branch library will serve an anticipated population of 21,000 and will be located south of Limeridge in the southwest mountain area. This is a future Capital Project included in the 1997 - 2001 future Capital Budget Programme. It is anticipated that branch library service will be necessary in the southwest mountain area due to the increasing demand for library service in this community. The community is currently served by a bookmobile stop at Garth and Garrow.

8. Office Automation

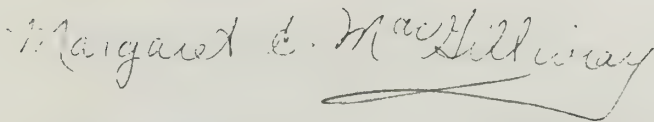
Capital Cost: \$ 83,600

Start Date: 1992

Completion Date: 1992

This Capital Budget project will complete, through the purchase of seven (7) microcomputers and work station furniture, the introduction of office automation throughout the Library system. The project will be funded from the Reserve for Library Capital Projects.

Yours sincerely,

A handwritten signature in cursive script, reading "Margaret E. MacGillivray". The signature is written in dark ink and is positioned above the printed name.

Margaret MacGillivray
Chairperson

MM/kc
Encl.

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: HAMILTON PUBLIC LIBRARY BOARD
 2. PROJECT NAME: Automation and Collection Access - Phase IV
 3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:

This phase of the project will provide users with more effective service and improved access to collections; control future costs and provide timely information on important topics such as career choices and literacy developments by: purchasing and installing ten (10) Public Access Catalog workstations (\$56,000), acquiring a media booking system (\$52,000) and strengthening on-line and compact disk information resources and equipment for the Career Resource Centre and Community Literacy Centre (\$34,000).

4. (a) PROJECT STARTING (Year of O.M.B. approval)
 DATE (MONTH-YEAR): April 1992
 (b) PROJECT FINISHING DATE (MONTH-YEAR): December 1992

5. (a) GROSS COST OF PROJECT
 IN YEAR-OF-START DOLLARS: \$ 142,000

(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____

(c) NET CITY'S COST: \$ 142,000

(d) ANNUAL CAPITAL FINANCING COST: \$ _____

(e) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____

(f) NATURE OF FINANCING: _____

6. (a) YEAR OF EXPENDITURE - 1992 \$ 142,000
 - 1993 \$ _____
 - 1994 \$ _____
 - 1995 \$ _____
 - 1996 \$ _____
 - 1997 & after \$ _____

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: 0

8. ADDITIONAL ANNUAL OPERATING COST: \$ 24,000

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:

Inability to use the appropriate technology to improve access to Library's collections, improve service to patrons, and control staff and other costs through the application of automation.

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

No

Yes X

- AT CITY'S COST OF \$151,000

- SCHEDULED TO START IN THE YEAR 1992

*Signature of Department Head/Local
 Board Manager
 (for Standing Committee)*

*Signature of C.A.O.
 (for Finance & Administration
 Committee)*

 Date

 Date

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: HAMILTON PUBLIC LIBRARY BOARD
2. PROJECT NAME: Automation and Collection Access - Phase V
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
This phase of the project will provide users with more effective service and improved access: to collections; control future costs and providing timely information for the disabled, children and their caregivers by purchasing and installing ten (10) Public Access Catalog workstations (\$56,200) and installing and purchasing CD-ROM workstations and indexes for the Resource Centre for Disabled Persons and Children's Department (\$10,000).
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): May 1993
(b) PROJECT FINISHING DATE (MONTH-YEAR): December 1993
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 66,200
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 66,200
(d) ANNUAL CAPITAL FINANCING COST: \$ _____
(e) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____
(f) NATURE OF FINANCING: _____
6. (a) YEAR OF EXPENDITURE - 1992 \$ _____
- 1993 \$ 66,200
- 1994 \$ _____
- 1995 \$ _____
- 1996 \$ _____
- 1997 & after \$ _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: 0
8. ADDITIONAL ANNUAL OPERATING COST: \$ 2,700
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Inability to use the appropriate technology to improve access to the Library's collections, improve service to patrons, and control staff and other costs through the application of automation.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
No Yes X - AT CITY'S COST OF \$157,000
- SCHEDULED TO START IN THE YEAR 1993

Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance & Administration
Committee)

Date

Date

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: HAMILTON PUBLIC LIBRARY BOARD
2. PROJECT NAME: Automation and Collections Access - Phase VI
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
This phase of the project will provide users with more effective service and improved access to collections, control future costs and provide timely information in many subject areas by: purchasing and installing twenty (20) Public Access Catalog workstations (\$119,000) and refurbishing both Central and Branch CD-ROM and online index services (\$60,000).
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): May 1994
(b) PROJECT FINISHING DATE (MONTH-YEAR): December 1994
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 179,000
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 179,000
(d) ANNUAL CAPITAL FINANCING COST: \$ _____
(e) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____
(f) NATURE OF FINANCING: _____
6. (a) YEAR OF EXPENDITURE - 1992 \$ _____
- 1993 \$ _____
- 1994 \$ 179,000
- 1995 \$ _____
- 1996 \$ _____
- 1997 & after \$ _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: 0
8. ADDITIONAL ANNUAL OPERATING COST: \$ 5,400
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Inability to use the appropriate technology to improve access to Library's collections, improve service to patrons, and control staff and other costs through the application of automation.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
No Yes ☒ - AT CITY'S COST OF \$230,000
- SCHEDULED TO START IN THE YEAR 1994

Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance & Administration
Committee)

Date

Date

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: HAMILTON PUBLIC LIBRARY BOARD
2. PROJECT NAME: Automation and Collection Access - Phase VII
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:

This phase of the project will provide users with more effective service and improved access to collections and control future costs by purchasing and installing twenty-one (21) Public Access Catalog workstation.

4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): May 1995
- (b) PROJECT FINISHING DATE (MONTH-YEAR): December 1995
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 132,500
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
- (c) NET CITY'S COST: \$ 132,500
- (d) ANNUAL CAPITAL FINANCING COST: \$ _____
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____
- (f) NATURE OF FINANCING: _____
6. (a) YEAR OF EXPENDITURE - 1992 \$ _____
- 1993 \$ _____
- 1994 \$ _____
- 1995 \$ 132,500
- 1996 \$ _____
- 1997 & after \$ _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: 0
8. ADDITIONAL ANNUAL OPERATING COST: \$ 5,800
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Inability to use the appropriate technology to improve access to library's collections, improve service to patrons, and control staff and other costs through the application of automation.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
No Yes X - AT CITY'S COST OF \$176,000
- SCHEDULED TO START IN THE YEAR 1995

Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance & Administration
Committee)

Date

Date

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: HAMILTON PUBLIC LIBRARY BOARD
2. PROJECT NAME: Automation and Collection Access - Phase VIII
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
This phase of the project will provide users with more effective service and improved access to collections and control future costs by purchasing and installing twenty-one (21) Public Access Catalog workstation.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
 DATE (MONTH-YEAR): May 1996
- (b) PROJECT FINISHING DATE (MONTH-YEAR): December 1996
5. (a) GROSS COST OF PROJECT
 IN YEAR-OF-START DOLLARS: \$ 140,500
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
- (c) NET CITY'S COST: \$ 140,500
- (d) ANNUAL CAPITAL FINANCING COST: \$ _____
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____
- (f) NATURE OF FINANCING: _____
6. (a) YEAR OF EXPENDITURE - 1992 \$ _____
- 1993 \$ _____
- 1994 \$ _____
- 1995 \$ _____
- 1996 \$ 140,500
- 1997 & after \$ _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: 0
8. ADDITIONAL ANNUAL OPERATING COST: \$ 5,800
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Inability to use the appropriate technology to improve access to library's collections, improve service to patrons, and control staff and other costs through the application of automation. Although Phase VIII was not included in the 1991-1995 Capital Budget it has resulted from the delay in purchase microcomputers/CD-ROM's originally planned for 1994.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
 No ☒ Yes ☐ - AT CITY'S COST OF \$ _____
 - SCHEDULED TO START IN THE YEAR _____

 Signature of Department Head/Local
 Board Manager
 (for Standing Committee)

 Signature of C.A.O.
 (for Finance & Administration
 Committee)

 Date

 Date

1. DEPARTMENT/LOCAL BOARD: HAMILTON PUBLIC LIBRARY BOARD
2. PROJECT NAME: Office Automation - 1992 Phase
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:

4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1992

(b) PROJECT FINISHING DATE (MONTH-YEAR): 1992

5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 83,600

(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$

(c) NET CITY'S COST: \$ 83,600

(d) ANNUAL CAPITAL FINANCING COST: \$ _____

(e) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____

(f) NATURE OF FINANCING:

6.	(1)	NATURE OF FINANCING	
	(a)	YEAR OF EXPENDITURE	
		- 1992	\$ 83,600
		- 1993	\$
		- 1994	\$
		- 1995	\$
		- 1996	\$
		- 1997 & after	\$

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: 0

8. ADDITIONAL ANNUAL OPERATING COST: \$6,000

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:

Failure to realize potential efficiencies, cost control and improved forecasting abilities.
Inability to realize full potential of microcomputers already in place.

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

No Yes X - AT CITY'S COST OF \$81,000
- SCHEDULED TO START IN THE YEAR 1992

Signature of Department Head/Local Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance & Administration
Committee)

Date _____

Date _____

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: HAMILTON PUBLIC LIBRARY BOARD
2. PROJECT NAME: Concession Library
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
Based on an architectural feasibility study prepared by Victor P. Pala Architect Ltd. and in response to public demand as demonstrated by the Concession Citizens' Advisory Committee and input from Architectural Division of the City of Hamilton to demolish existing building of 3,373 sq. ft. and build a new facility of 8,380 sq. ft. in order to improve service and accessibility. The construction of a new building will permit a more efficient arrangement and housing of material, provide for community meeting and programming space and make the branch accessible and barrier free.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1992
(b) PROJECT FINISHING DATE (MONTH-YEAR): 1993
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 1,923,900
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 1,923,900
(d) ANNUAL CAPITAL FINANCING COST: \$ _____
(e) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____
(f) NATURE OF FINANCING: _____
6. (a) YEAR OF EXPENDITURE - 1992 \$ 1,923,900
- 1993 \$ _____
- 1994 \$ _____
- 1995 \$ _____
- 1996 \$ _____
- 1997 & after \$ _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: 0
8. ADDITIONAL ANNUAL OPERATING COST: \$ 34,500
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
The Branch will increasingly be unable to meet current and future service needs of central Mountain residents. Use of the Branch continues to increase. In 1990 circulation increased 14% over 1989, programme attendance by 14%.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
No Yes X - AT CITY'S COST OF \$1,390,000 **
**Originally submitted as a renovation and addition to existing building. This proposal has been changed upon input from the City Architect.
- SCHEDULED TO START IN THE YEAR 1995

Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance & Administration
Committee)

Date

Date

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: HAMILTON PUBLIC LIBRARY BOARD
2. PROJECT NAME: Centrex Telephone System
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
To convert the existing telephone system at the Central Library to the Centrex III telephone system. The existing system has reached its capacity and the conversion would result in improved efficiencies and reduced operating costs.
4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1992
(b) PROJECT FINISHING DATE (MONTH-YEAR): 1992
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 53,000
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 53,000
(d) ANNUAL CAPITAL FINANCING COST: \$ _____
(e) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____
(f) NATURE OF FINANCING: _____
6. (a) YEAR OF EXPENDITURE - 1992 \$ 53,000
- 1993 \$ _____
- 1994 \$ _____
- 1995 \$ _____
- 1996 \$ _____
- 1997 & after \$ _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: 0
8. ADDITIONAL ANNUAL OPERATING COST: \$ (13,000)
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Existing telephone system is working at capacity and no new extensions may be added. We would miss the opportunity to reduce our annual operating costs. Allowing for a ten percent cost of money the pay back period for the installation of the Centrex III telephone system would be approximately 62 months (5 years and 2 months).
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
No ☒ Yes ☐ - AT CITY'S COST OF \$ _____
- SCHEDULED TO START IN THE YEAR _____

Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance & Administration
Committee)

Date

Date

PROJECT NUMBER _____

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: HAMILTON PUBLIC LIBRARY BOARD
 2. PROJECT NAME: First Floor Renovations - Central Library
 3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
To renovate the first floor of the Central Library in order to combine check out and check in functions, improve security for library materials, improve entrances to Central Library, provide for efficient use of floor space for library collection and work area space, replace entrance flooring surface with more appropriate covering.
 4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1992
(b) PROJECT FINISHING DATE (MONTH-YEAR): 1992
 5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 456,200
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 456,200
(d) ANNUAL CAPITAL FINANCING COST: \$ _____
(e) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____
(f) NATURE OF FINANCING: _____
 6. (a) YEAR OF EXPENDITURE - 1992 \$ 456,200
- 1993 \$ _____
- 1994 \$ _____
- 1995 \$ _____
- 1996 \$ _____
- 1997 & after \$ _____
 7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: 0
 8. ADDITIONAL ANNUAL OPERATING COST: \$ 0
 9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
 10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
Inefficient use of space on first floor of Central Library for both public and staff. Floor covering presently needs replacing and delay would result in further deterioration of facility. Not combining check out and check in would result in reduction in ability to control costs.
- No ☒ Yes ☐ - AT CITY'S COST OF \$ _____
- SCHEDULED TO START IN THE YEAR _____

Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance & Administration
Committee)

Date

Date

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: HAMILTON PUBLIC LIBRARY BOARD
2. PROJECT NAME: Collection Development
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:

In order to more effectively respond to issues of concern to the communtiy and to keep the community better informed on issues of direct concern, additional resources are required in selected subject areas (e.g. business, environment, health and multilingual). It is anticipated that a needs assessment study of the Central Library which is being conducted by the firm of Marketing Decision Research, Inc. will confirm these needs. In addition, branch libraries have identified areas of need (e.g. reference, literacy, periodicals and non-print material) and they would receive \$100,000 per year of the total amount. In 1989, the Hamilton Public Library owned 2.19 volumes per capita compared to an average of 2.48 volumes per capita held by other Ontario Public Libraries serving a population of 250,000 and over.

4. (a) PROJECT STARTING (Year of O.M.B. approval)
DATE (MONTH-YEAR): 1995
- (b) PROJECT FINISHING DATE (MONTH-YEAR): 1999
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 1,482,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
- (c) NET CITY'S COST: \$ 1,482,000
- (d) ANNUAL CAPITAL FINANCING COST: \$ 241,000
- (e) TOTAL CARRYING COST OF RETIRING DEBT: \$ 2,410,000
- (f) NATURE OF FINANCING: _____
6. (a) YEAR OF EXPENDITURE - 1992 \$ _____
- 1993 \$ _____
- 1994 \$ _____
- 1995 \$ 271,000
- 1996 \$ 284,000
- 1997 & after \$ 927,000
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: 0
8. ADDITIONAL ANNUAL OPERATING COST: \$ 237,000
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
A decreasing ability for the library system to meet the reading and informational needs of its users. The Central Library will be unable to adequately serve as a resource library.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
No Yes X - AT CITY'S COST OF \$1,482,000
- SCHEDULED TO START IN THE YEAR 1995

Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Finance & Administration
Committee)

Date

Date

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: HAMILTON PUBLIC LIBRARY BOARD
 2. PROJECT NAME: New Branch Construction - South East Mountain
 3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:

A needs assessment study prepared by the Institute of Environmental Research, (1985) Inc. clearly demonstrated that the quality of life for south east mountain residents would be enhanced by the construction of a branch library. The branch would also serve as a community focus as the area develops. A subsequent report by Anthony Butler Architect Inc. studied site selection criteria and provided cost estimates to construct, furnish and supply a library of some 15,200 square feet. The branch would offer a popular reading collection, community accessible meeting and programme rooms and reading and study areas to serve a population of some 39,000 residents.

4. (a) PROJECT STARTING (Year of O.M.B. approval)
 DATE (MONTH-YEAR): July 1996
 (b) PROJECT FINISHING DATE (MONTH-YEAR): December 1997

5. (a) GROSS COST OF PROJECT
 IN YEAR-OF-START DOLLARS: \$ 5,983,000
 (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
 (c) NET CITY'S COST: \$ 5,983,000
 (d) ANNUAL CAPITAL FINANCING COST: \$ _____
 (e) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____
 (f) NATURE OF FINANCING: _____

6. (a) YEAR OF EXPENDITURE - 1992 \$ _____
 - 1993 \$ _____
 - 1994 \$ _____
 - 1995 \$ _____
 - 1996 \$ 5,983,000
 - 1997 & after \$ _____

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____

8. ADDITIONAL ANNUAL OPERATING COST: \$ 1,167,000

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:

Residents of the South/Central East Mountain will not have access to the same level of library service as do other Hamilton residents.

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

No Yes ☒ - AT CITY'S COST OF \$5,983,000
 - SCHEDULED TO START IN THE YEAR 1996

*Signature of Department Head/Local
 Board Manager
 (for Standing Committee)*

*Signature of C.A.O.
 (for Finance & Administration
 Committee)*

 Date

 Date

- A needs assessment study prepared by the Institute of Environmental Research (1985) Inc. clearly demonstrated that the quality of life for south west mountain residents would be enhanced by the construction of a branch library. The branch would also serve as a community focus as the area develops. A subsequent report by Anthony Butler Architect Inc. studied site selection criteria and provided cost estimates to construct, furnish and supply a library of some 8,800 square feet of ground floor space. The branch would focus on popular items, children's materials and offer a range of children's and adult programmes. Meeting rooms would be available for community use.

- | | | | |
|----|-----|--|--------------|
| 5. | (a) | GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: | \$ 3,689,000 |
| | (b) | LESS SUBSIDIES AND OTHER RECEIPTS (Specify) | \$ _____ |
| | (c) | NET CITY'S COST: | \$ 3,689,000 |
| | (d) | ANNUAL CAPITAL FINANCING COST: | \$ _____ |
| | (e) | TOTAL CARRYING COST OF RETIRING DEBT: | \$ _____ |
| | (f) | NATURE OF FINANCING: | _____ |
| 6. | (a) | YEAR OF EXPENDITURE - 1997 | \$ 3,689,000 |
| | | - 1998 | \$ _____ |
| | | - 1999 | \$ _____ |
| | | - 2000 | \$ _____ |
| | | - 2001 | \$ _____ |
| | | - 2002 & after | \$ _____ |

- Residents of the South/Central West Mountain area will receive marginal library service.

- No Yes X - AT CITY'S COST OF \$3,689,000
- SCHEDULED TO START IN THE YEAR 1997

Signature of C.A.O.
(for Finance & Administration
Committee)

Date _____

11. (4)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 December 17

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: 1992-1996 Capital Budget Items
(I/S 92-102)

RECOMMENDATION:

- a) That the Finance and Administration Committee forward the following items for consideration as part of the 1992-1996 capital budget.

Project	Year(s)	Total Amount
Computer Communications Network Replacement	1992-3	\$278,000
Computer Software	1992-3	\$300,000
Relocation of Support Services Division to basement	1992	\$67,000


J. G. Hindson, P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

To be submitted to Capital Budget Project Review Process

BACKGROUND:

Reference sheets for each project are attached.

City of Hamilton
Treasury

1992-1996 CAPITAL BUDGET

INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: INFORMATION SYSTEMS

2. (a) PROJECT NUMBER: _____

(b) PROJECT NAME: Computer Communications Network Replacement

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:

Replacement of existing co-axial computer communications wiring in the City Hall, with "telephone" type wiring based on International Communications Standards. With the obsolete co-axial wiring system, all wires are connected directly to a single computer. With the International Standard system, all wires are connected to a "communications highway" that allows for universal access to all computers and devices on a single, common network.

4. (a) PROJECT STARTING DATE (MONTH-YEAR): —1992 April—

(b) PROJECT FINISHING DATE (MONTH-YEAR): —1993 December—

(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: —1992—

5. (a) GROSS COST OF PROJECT

IN YEAR-OF-START DOLLARS: \$ —278,000—

(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ —0—

(c) NET CITY'S COST: \$ —278,000—

NO. OF PERSON
YEARS CREATED

6. (a) YEAR OF EXPENDITURE - 1992 \$ -139,000— —2—

- 1993 \$ -139,000— —2—

- 1994 \$ — — —

- 1995 \$ — — —

- 1996 \$ — — —

- 1997& after \$ — — —

(b) TOTAL NUMBER OF PERSON YEARS CREATED: 4

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: —0—

8. ADDITIONAL ANNUAL OPERATING COST: \$ —N/A—

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:

It is not possible to convert to the standard network without having the As the existing coaxial network expands, costs of conversion to Standard Network will continue to escalate. Access to the network will not be possible (Electronic Mail, shared printers, and other shareable computer resources).

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

NO ☒ YES ☐ - AT CITY'S COST OF \$ —
- SCHEDULED TO START IN THE YEAR —

Signature of Department Head
(for Standing Committee)

Signature of C.A.O.
(for F&A Committee)

—1991, November 8th—

City of Hamilton
Treasury

1992-1996 CAPITAL BUDGET

INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: INFORMATION SYSTEMS

2. (a) PROJECT NUMBER: _____

(b) PROJECT NAME: Computer Software

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:

Computer Software to be acquired to automate the primary functions of the Data Center, with the objective of phasing out (via attrition) some of the resources required to operate the data centre. Other software to be acquired to automate software development and maintenance functions.

4. (a) PROJECT STARTING DATE (MONTH-YEAR): —1992 April—

(b) PROJECT FINISHING DATE (MONTH-YEAR): —1993 December—

(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: —1992—

5. (a) GROSS COST OF PROJECT

IN YEAR-OF-START DOLLARS: \$ —300,000—

(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ —0—

(c) NET CITY'S COST: \$ —300,000—

NO. OF PERSON
YEARS CREATED

6. (a) YEAR OF EXPENDITURE	- 1992	\$ -150,000—	—0—
	- 1993	\$ -150,000—	—0—
	- 1994	\$ ————	———
	- 1995	\$ ————	———
	- 1996	\$ ————	———
	- 1997& after	\$ ————	———

(b) TOTAL NUMBER OF PERSON YEARS CREATED: 0

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: —0—

8. ADDITIONAL ANNUAL OPERATING COST: \$—

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

NO ☒ YES ☐ - AT CITY'S COST OF \$—
- SCHEDULED TO START IN THE YEAR —

Signature of Department Head
(for Standing Committee)

—1991, November 8th—

Signature of C.A.O.
(for F&A Committee)

City of Hamilton
Treasury

1992-1996 CAPITAL BUDGET

INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: INFORMATION SYSTEMS / PROPERTY DEPARTMENT
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: Basement renovations to accommodate Support Services Division.
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
Renovation of vacated Computer Room in basement to accommodate the Information Systems Support Services Division. Upon approval funds to be transferred to Property Department Capital Accounts.
4. (a) PROJECT STARTING DATE (MONTH-YEAR): —1992 April—
(b) PROJECT FINISHING DATE (MONTH-YEAR): —1992 July—
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: —1992—
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ —67,000—
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ —0—
(c) NET CITY'S COST: \$ —67,000—
- | | | | NO. OF PERSON
YEARS CREATED |
|--------|---------------------------------------|-------------|--------------------------------|
| 6. (a) | YEAR OF EXPENDITURE | | |
| | - 1992 | \$ —67,000— | —0.5— |
| | - 1993 | \$ — | — |
| | - 1994 | \$ — | — |
| | - 1995 | \$ — | — |
| | - 1996 | \$ — | — |
| | - 1997 & after | \$ — | — |
| (b) | TOTAL NUMBER OF PERSON YEARS CREATED: | | <u>0.5</u> |
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: —0—
8. ADDITIONAL ANNUAL OPERATING COST: \$ —N/A—
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
As result of relocation of Computer Equipment to first floor for security reasons, staff space occupied on first floor is to be vacated. If not done, severe staff overcrowding on first floor will result.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
NO ☒ YES ☐ - AT CITY'S COST OF \$ —
- SCHEDULED TO START IN THE YEAR —

Signature of Department Head
(for Standing Committee)

Signature of C.A.O.
(for F&A Committee)

—1991, November 8th—

11.9)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 December 24

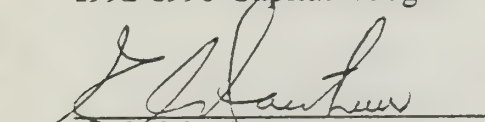
REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. E. C. Matthews
Treasurer

SUBJECT: H.S.P.C.A. - 1992-1996 CAPITAL BUDGET

RECOMMENDATION:

That the construction of the new headquarters for the Hamilton Society for the Prevention of Cruelty to Animals in the net City cost of \$4,500,000 (Gross \$7,764,000 less fund raising \$3,264,000) starting in 1994 be reviewed and considered for inclusion in the provisional 1992-1996 Capital Budget.


E.C. Matthews

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

See attachment.

BACKGROUND:

The details of the project are outlined by Mr. Cam Stableford, General Manager, in his letter dated December 2, 1991 to Mr. Nik Adhya, Manager of Budgets, a copy of which is attached.

Attach.

c.c. Mr. C. Stableford, General Manager, H.S.P.C.A.



THE HAMILTON
SOCIETY FOR THE PREVENTION
OF CRUELTY TO ANIMALS

Monday, December 2, 1991

To:- Mr. Nik Adhya
Manager of Budgets
City of Hamilton fax 546-2449

From:- Cam Stableford
General Manager
Hamilton SPCA

Subject:- CAPITAL PROJECTS 1992-1996

For your information, I enclose completed Capital Project Submission Forms.

The submission addresses the Construction of New Hamilton SPCA Headquarters to commence in 1994.

The Master Plan and Functional Program calls for a total estimated project cost of \$7.76 Million. Approximately two-thirds of space is devoted to Animal Control Functions allowing the fulfilment of contract services to the City of Hamilton.

The amount requested over the period 1994-1996, \$4.5 Million represents 58% of the total project costs. Please note that the design and costing of the project assumes that the Corporation of the City of Hamilton is the singular Municipality within the Region of Hamilton - Wentworth receiving Animal control Services from the Hamilton SPCA. Should other Municipalities continue to be the recipient of HSPCA services, each will be required to proportionately contribute to the project.

I would remind Committee Members and Council that the figures provided on this submission are estimates only, provided at the request of Staff for the purposes of planning Capital Budgets.

The Hamilton SPCA is currently tendering Architectural Services for the Project. In early 1992, the Society will be mounting an intensive Capital Campaign to raise funds from the Private Sector. The goal of the Campaign effort will be to raise approximately one-half the required amount. The SPCA will be submitting a more precise request for Capital Funding once the Private Sector effort is more clearly quantified, and a complete Capitalization plan structured.

Effect of Reduction, Delay, or Elimination

We are targeting 1994 to commence construction and believe that delaying the project further will be detrimental in a number of ways:-

♦ Incineration

The Hamilton SPCA provides the only vehicle within the Region for the disposal of Pathological Waste of this kind. The incinerator is in serious need of replacement, and it is doubtful that the existing unit can remain functional beyond the short term. If the unit is replaced on the existing site, structural modification is required to the existing building. To modify the building, install an approved unit, and subsequently move the unit to a new site will involve approximately \$75,000 of additional expenditures which would be saved if a new unit were constructed at a new site.

♦ Increased Capital Costs

The current, and short term future, economic environment is conducive to economical Capital Construction. Should the project be delayed we are concerned that cost escalations will make the project unattainable.

♦ Increased Operating Costs

The present building and site structure will require a major investment in heating systems, sewage systems and roofing within the next 2 - 4 year horizon.

♦ Land Occupancy


The Region has granted the SPCA an exchange of land, providing the site upon which to build a new shelter. Should the SPCA not occupy the land within a reasonable period of time, it is possible that the SPCA would forfeit the opportunity of it's planned use for the site.

SUMMARY

For your further information, submitted with this report is the Master Plan which documents the deficiencies in the present facility, as well as the physical requirements necessary to adequately service the animal and human populations of the City of Hamilton.

Should members of Staff, Council, or Committee have further questions on the project, please contact at your convenience.

Respectfully Submitted,


Cam Stableford
General Manager

**1992-1996 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM**

1. DEPARTMENT/LOCAL BOARD: HAMILTON SPCA
2. PROJECT NAME: NEW HEADQUARTERS CONSTRUCTION
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
CAPITAL CONSTRUCTION GRANT SPCA HEADQUARTERS
(SEE MASTER PLAN AND BACKGROUND ATTACHED)

4. (a) PROJECT STARTING (Year of O.M.B. approval)
 DATE (MONTH-YEAR): _____ 1994
 (b) PROJECT FINISHING DATE (MONTH-YEAR): _____ 1996
5. (a) GROSS COST OF PROJECT
 IN YEAR-OF-START DOLLARS: \$ 7,764,000
 (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ 3,264,000
 (c) NET CITY'S COST: \$ 4,500,000
 (d) ANNUAL CAPITAL FINANCING COST: \$ 732,000
 (e) TOTAL CARRYING COST OF RETIRING DEBT: \$ 732,000
 (f) NATURE OF FINANCING: _____
6. (a) YEAR OF EXPENDITURE - 1992 \$ --
 - 1993 \$ --
 - 1994 \$ 1,500,000
 - 1995 \$ 1,500,000
 - 1996 \$ 1,500,000
 - 1997 & after \$ --
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____
8. ADDITIONAL ANNUAL OPERATING COST: \$ _____
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
INCREASED OPERATING COSTS, INCREASED CONSTRUCTION COSTS, IMMINENT CAPITAL CONSTRUCTION NEEDED ON PRESENT SITE TO ACCOMMODATE PATHOLOGICAL INCINERATION REQUIREMENTS (\$150,000 - \$200,000), GENERAL IMPAIRMENT OF SERVICE LEVELS.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
 No ☐ Yes ☐ - AT CITY'S COST OF \$ _____
 - SCHEDULED TO START IN THE YEAR _____

*Signature of Department Head/Local
 Board Manager
 (for Standing Committee)*

*Signature of C.A.O.
 (for Finance & Administration
 Committee)*

 Date

 Date

12.

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 December 27

REPORT TO: Chairman and Members,
Finance and Administration Committee

FROM: John Thompson, Secretary
Finance & Administration Committee

SUBJECT: Hamilton Spectator Indoor Games - Grant

RECOMMENDATION:

That the Finance & Administration Committee strongly recommend to the 1992 Council that favourable consideration be given for a grant in the amount of \$50,000 to the Hamilton Spectator Indoor Games to be used to offset the costs associated with the annual event to be held January 10, 1992.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

See above.

BACKGROUND:

The above recommendation of the Finance and Administration Committee was adopted by City Council at its regular meeting held 1991 October 29.

13. (a)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1992 January 2

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee


FROM: Mr. D. K. Beattie
Grants Co-ordinator

SUBJECT: REVISED 1992 GENERAL GRANT PROCESS

RECOMMENDATION:

That the process for the 1992 General Grants be as follows:

- a) That the total 1992 appropriation for grants be established at the 1991 level, namely \$600,000;
- b) all General Grant applications received by December 31, 1991 are to be summarized along with their 1991 and 1990 Grant history for consideration by the Committee of the Whole;
- c) the Committee of the Whole will meet by the end of January 1992, (time permitting) to review the summary of the 1992 General Grant requests along with the grant application, a written or verbal presentation and approve the 1992 General Grant amount which would not be subject to appeals;
- d) all applicants will be requested to either submit a written submission summarizing their grant request to be forwarded to the Grants Co-ordinator at least 3 days prior to the Committee of the Whole meeting or request a 5 minute presentation to the meeting;
- e) that the Grants Policy and Procedure be reviewed by the Finance and Administration Committee in light of the above process changes by June 30, 1992.


D.K. Beattie, Grants Co-ordinator

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

None

Mr. J. D. Thompson, Secretary
Finance and Administration Committee
1992 January 2 - Page 2

BACKGROUND:

The Finance and Administration Committee held a special meeting December 16, 1991 which in part discussed the procedures relative to the process of the 1992 General Grants. At the conclusion of the meeting a recommendation on the process was approved. However subsequent to the meeting further clarification on the process has now resulted in the above recommendation, which in essence conforms with the original recommendation (see page 4 of the Committee minutes of December 16, 1991 included in the consent agenda.)

13.6

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 December 19

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee


FROM: Mr. D.K. Beattie
Grants Co-Ordinator

SUBJECT: 1991 CAPITAL GRANTS

RECOMMENDATION:

The Grants Review Group has met and respectfully recommends:

- a) that a 1991 Capital Grant in the amount of \$12,500 to Hamilton Theatre Inc. be financed from the provision in the approved 1991-1995 Capital Budget;
- b) that the request to withdraw the Capital Grant application from the Hamilton Bay Sailing Club be approved;
- c) that no action be taken on the request from the Tivoli Foundation for the Performing Arts.


D. K. Beattie, Grants Co-ordinator

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

There are sufficient funds within the 1991 Capital Grant Provision of the approved 1991-1995 Capital Budget to fund item "a".

BACKGROUND:

At the Finance and Administration Committee meeting April 4, 1991, the Committee approved recommendations relative to the 1991 General Grants. Within the list of General Grants were three requests for Capital Grants.

The requests were as follows:

	<u>Group</u>	<u>Amount</u>	<u>Purpose</u>
1)	Hamilton Theatre Inc.	\$25,000	Offset costs of heating system and replace windows
2)	Hamilton Bay Sailing Club	\$68,000	To build facility at Pier 4 Park
3)	Tivoli Foundation for the Performing Arts	\$250,000	Offset costs of renovating Tivoli Theatre

The 1991-1995 approved Capital Budget provided for \$100,000 in 1991 for Capital Grants. These recommendations have now been finalized and presented at one time.

The Hamilton Theatre Inc. has been advised of the possible recommendation of their request and if approved would not appeal this recommendation.

The Hamilton Bay Sailing Club requested to withdraw their capital request after arranging for some facilities within the development of Pier 4 Park.

There has not been any further action beyond the original request from the Tivoli Foundation for the Performing Arts, therefore no action will be taken with respect to the 1991 Capital Grant request.



THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Office of the Clerk
119 King Street West, 15th floor
Hamilton, Ontario

Tel. (416) 546-4154
Fax (416) 546-2546

RE 14.6
P.O.
L8N 3V9

Refer to File No.
Attention of
Your file No.

October 18, 1991

Clerk
City of Hamilton
71 Main Street West
Hamilton, Ontario
L8N 3T4

Dear Sir/Madam:

Re: 1992 - The Year for Canada

On the overleaf please find a motion relative to proclaiming 1992 as - The Year for Canada, which was adopted by the Council of the Regional Municipality of Hamilton-Wentworth at its meeting held on Tuesday, October 15, 1991.

Your favourable consideration with respect to this matter will be greatly appreciated.

Yours truly,

Robert C. Prowse
Regional Clerk

RCP/st

1992 - The Year for Canada

"Whereas Canada is a nation made up of many different cultures, and;

Whereas Canada is enriched by the diversity of its Regions, and;

Whereas these diversities should be treasured as part of our unique heritage as a nation, and;

Whereas no symbol encompasses our diversity more than our Nation's flag, and;

Whereas 1992 is the year that we celebrate the 125th Anniversary of the Birth of our Nation,

Therefore be it resolved that to celebrate our rich tradition and our future together, let it be proclaimed, 1992 - The Year for Canada, and further;

That all Canadians throughout our Nation be encouraged to "Show the Flag for Canada" throughout 1992, and further;

That every household, school, business, and community organization be encouraged to adopt this resolution and participate in organizing activities to promote confidence and pride among all Canadians, and further;

That this resolution be forwarded to every Canadian Municipality with populations greater than 50 000, encouraging them to endorse and actively support these commitments to Canada by sharing this celebration of our Nation and its flag."

CORPORATION OF THE CITY OF HAMILTON

MEMORANDUM

146

TO: J. D. Thompson, Secretary
Finance and Administration Committee

YOUR FILE:

FROM: K. E. Avery
City Clerk

OUR FILE:
PHONE: 546-4587

SUBJECT: RESOLUTION
- CITY OF STONEY CREEK

DATE: 1991 October 30

Attached please find a copy of a resolution from the City of Stoney Creek respecting the sale and rental of adult and triple X-rated videos which City Council at its meeting held October 29, 1991 referred to the Finance and Administration Committee.



att.

cc: P. Noe Johnson, City Solicitor
S. Dembe, Manager, Licencing Division



The City of Stoney Creek

RECEIVED

October 22, 1991

OCT 28 1991

CITY CLERKS

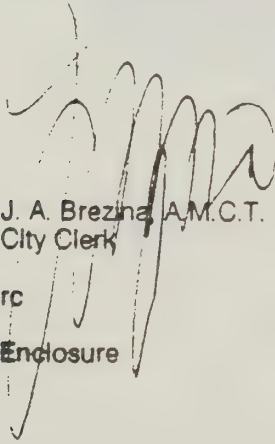
Keith Avery, Clerk
City of Hamilton
71 Main Street West
Hamilton ON L8V 2W5

**Re: City of Stoney Creek Resolution No. 19-11
- Sale and Rental of Adult and Triple X-rated Videos**

The Corporation of the City of Stoney Creek, at its meeting held October 8, 1991, adopted the attached resolution petitioning the federal and provincial government to adopt stricter controls to the present obscenity and morality laws, that will lead to the elimination of adult and triple X-rated video sales and rentals.

The City of Stoney Creek is requesting your municipality's support in writing to the Hon. Kim Campbell, Minister of Justice and Attorney General (federal), the Hon. Howard Hampton, Attorney General (provincial), and the Hon. David Cooke, Minister of Municipal Affairs, expressing your concerns with the influence that such pornographic video sales and rental operations have on society.

Please also forward a copy of your municipality's resolution to the Federation of Canadian Municipalities and the Association of Municipalities of Ontario for their endorsement.


J. A. Brezina, A.M.C.T.
City Clerk

rc

Enclosure

THE CORPORATION OF THE CITY OF STONEY CREEK

RESOLUTION NO. 19 - 11

SESSION September 24, 1991

MOVED BY Councillor J. Santarelli

SECONDED BY Deputy Mayor L. D'Ianni

WHEREAS the present legislation is ambiguous with regards to controlling the sale and rental of adult and triple X-rated videos, and

WHEREAS the sale and rental of such videos is unhealthy for the well-being and social development of any Canadian community, and

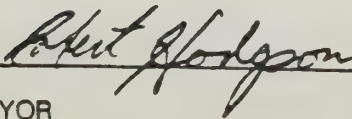
WHEREAS this type of business is detrimental to the image of conscientious businesses, and

WHEREAS this type of business is degrading to society, especially to women, and

WHEREAS this type of business may influence the kind of social crimes our society is presently experiencing;

NOW, THEREFORE, BE IT RESOLVED THAT

1. That the City of Stoney Creek petition the federal government (i.e. Minister of Justice) and the provincial government (i.e. the Attorney General) to adopt tougher and tighter conditions to their present obscenity and morality laws that will eliminate the operation of all adult and triple X-rated video sales and rentals, and
2. That the Minister of Municipal Affairs, the Honourable David Cooke, be petitioned to amend section 222 of the *Municipal Act* to specifically include the licensing, regulating, governing, etc., of adult entertainment parlours which rent, offer to rent or display for rent "goods" as described in subsection 9 of the section, and
3. That the Hamilton Wentworth Regional Police be requested to monitor the activities of businesses involved in the sale and rental of adult videos and pornographic magazines and to lay charges where there are violations, where justified.
4. That a copy of this resolution be sent to the executives of the Federation of Canadian Municipalities and the Association of Municipalities of Ontario for endorsement, and
5. That a copy be sent to the local M.P., Shirley Martin; and the local M.P.P., Mark Morrow; and to the Federal Minister of Justice and the Attorney General of Ontario; and to the Regional Municipality of Hamilton-Wentworth; and to all municipalities in Ontario with populations over 25,000.



MAYOR



15.

HAMILTON HYDRO-ELECTRIC SYSTEM

55 JOHN STREET NORTH, HAMILTON, ONT. L8N 3E4

November 27th, 1991

RECEIVED

NOV 27 1991

CITY CLERKS

The Council of the Corporation
of the City of Hamilton
c/o Mr. K. E. Avery, City Clerk
City Hall
71 Main Street West
Hamilton, Ontario
L8N 3T4

Dear Members of Council:

We have been advised by Ontario Hydro that on January 1st, 1992, our cost of power will be increased by approximately 11.7%.

With this increase in the cost of power, and our increased operating costs, our Commission has requested approval from Ontario Hydro for an overall rate increase of approximately 11.6%. This request for approval is in accordance with and required by "The Power Corporation Act of Ontario". The G.S.T. will be added to all billings.

The rate increase will be effective January 1st, 1992 and will apply to all consumption on and after that date.

The increase to the average residential customer will be \$6.00 per month.

Also, attached to this letter, for your information, is a copy of a newspaper notice which will be advising our customers of the rate increase if approved.

Yours truly

T. W. Woodhouse
General Manager
Hydro-Electric Commission
of the City of Hamilton

TWW*1k
Encl.

DISTRIBUTED FOR INFORMATION
TO MEMBERS OF CITY COUNCIL

100 9/91
DATE

SIGNATURE

**1992 HYDRO RATES
FOR THE CITY OF
HAMILTON**

The Hamilton Hydro-Electric Commission has been notified by Ontario Hydro that wholesale electricity rates will increase by 11.7% on January 1st, 1992. As a result of this increase, which is a major portion of our expenditures, and an increase in our own electricity distribution costs, the Commission has applied to Ontario Hydro for an average 11.6% increase to our customers, also effective January 1st, 1992.

The rate increase is necessary to accomplish distribution system upgrades to maintain and improve reliability, and to meet environmental concerns.

As part of our ongoing commitment to the environment, Hamilton Hydro will continue its programs to remove and decontaminate all PCB contaminated transformer mineral oil on our system and to remove or contain all asbestos on our system.

If Ontario Hydro's approval is granted, the increase for the average residential customer will be \$6.00 per month.

Bills for all customers will be calculated on a proportionate basis in order that electricity consumed prior to January 1st, 1992, is billed at existing rates. Energy consumed after January 1st, 1992 will be billed at the new rates.

NOTE - Service & waterheater rental rates available upon request

***G.S.T. IS APPLIED TO HYDRO
CHARGES AND WILL BE SHOWN AS A
SEPARATE ITEM ON ALL BILLINGS.**

16.

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 December 27

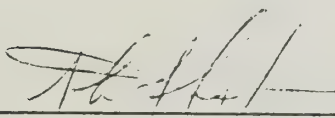
REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. John Johnston
Commissioner of Human Resources

SUBJECT: Terms of Employment - School Crossing Guards
(C-003-092)

RECOMMENDATION:

That the terms of employment for School Crossing Guards and Spare Crossing Guards for the years 1992 and 1993, attached as Appendix A, be approved.



John Johnston

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Approximately \$5,000 (1992) arises from the movement from a five step pay scale to a two step (probationary rate and job rate) pay scale. These costs will be absorbed in the 1992 Traffic Department budget.

BACKGROUND:

Responsibility for the school crossing guard programme was transferred from the Hamilton-Wentworth Regional Police to the City of Hamilton Traffic Department in April, 1990. The guards and spare guards, while under the jurisdiction of the Hamilton-Wentworth Regional Police, regularly received a document outlining their terms and conditions of employment. Appendix A is a similar document, developed by the Traffic Department and the Human Resources Centre. It provides the employer and the guards with reference information on terms and conditions of employment as they exist within the City of Hamilton. Information on wage rates, policies and procedures, clothing and allowances for the positions of guards and spare guards is included.

THE CORPORATION OF THE CITY OF HAMILTON

TERMS OF EMPLOYMENT FOR
SCHOOL CROSSING GUARDS AND SPARE SCHOOL CROSSING GUARDS
FOR THE YEARS 1992 AND 1993

1.0 WAGE RATE AND WORK HOURS:

- 1.1 School Crossing Guards at "full" points and Spare School Crossing Guards shall be paid on a DAILY RATE based on a regular working day of 2.75 hours, as set out below:

	JAN 1992	JAN 1993	JULY 1993
PROBATIONARY RATE:	\$26.000	\$26.780	\$27.048
JOB RATE:	\$26.700	\$27.501	\$27.776

- 1.2 School Crossing Guards at "short" points shall be paid on a DAILY RATE based on a regular working day of 1.65 hours (60% of a "full" point working day), as set out below:

	JAN 1992	JAN 1993	JULY 1993
PROBATIONARY RATE:	\$15.600	\$16.068	\$16.229
JOB RATE:	\$16.020	\$16.501	\$16.666

- 1.3 An employee who, at the request of his or her supervisor, trains another employee shall receive an additional \$5.00 per day for those days spent training, which shall be added to his or her appropriate Daily Rate.
- 1.4 The probationary rate shall apply for a period of six (6) months, excluding July and August, commencing from the employee's start date.
- 1.5 School Crossing Guards and Spare School Crossing Guards do not normally work during July and August except those assigned to work during the "SUMMER CROSSING PROGRAM". See Section 15.0 of these Terms of Employment.

- 1.6 An employee who is assigned to work more then 2.75 hours per day at a "full" point shall be paid for each day on which additional time is worked as follows:

$$\text{Daily Pay} = \frac{\text{Employee's appropriate Daily Rate} \times \text{Hours/Day}}{2.75}$$

For the purposes of this calculation, hours per day shall equal the total time worked during the four school crossing periods plus the duration of the break between the lunch time school dismissal period and the lunch time school entry period if this duration is 15 minutes or less, expressed in decimal hours.

- 1.7 An employee who is assigned to a "short" point and who is assigned to work more then 1.65 hours per day during the two (2) school crossing periods shall be paid for each day on which additional time is worked as follows:

$$\text{Daily Pay} = \frac{\text{Employee's appropriate Daily Rate} \times \text{Hours/Day}}{1.65}$$

For the purposes of this calculation, hours per day shall equal the total time worked during the two school crossing periods, expressed in decimal hours.

- 1.8 An employee who is assigned to a "short" point and who works an additional crossing period at the "short" point or a lunch time crossing period at another point, shall receive the appropriate "full" point Daily Rate for the days on which this occurs.
- 1.9 School Crossing Guards who work on School Board designated Professional Development days and Spare School Crossing Guards shall be paid for each Professional Development day at their appropriate Daily Rate.
- 1.10 Spare School Crossing Guards shall receive pay for days on which they are available to work but do not work. However, notwithstanding the above, Spare School Crossing Guards shall not receive pay for days on which they are unavailable for work, unless they are recorded as "sick" and are drawing from their sick bank.

2.0 STATUTORY HOLIDAYS:

- 2.1 Statutory holidays shall be paid at the employee's appropriate Daily Rate, in accordance with the Employment Standards Act (Ontario), as follows:

Good Friday	Thanksgiving Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	New Year's Day

- 2.3 An employee shall not be paid for any Statutory Holiday,

- a) if he or she has been absent without good cause, as determined by the Employer, on the scheduled working day immediately preceding or following such Holiday; or,
- b) if he or she has not been employed by the Employer for at least thirty (30) continuous days; or,
- c) if he or she does not earn wages on twelve (12) days of the four (4) weeks preceding the holiday.

3.0 VACATION:

- 3.1 The March School Break shall be paid at the employee's appropriate Daily Rate of pay.

- 3.2 Vacation time shall not be provided, but shall be paid out at an employee's appropriate Daily Rate of pay, based on years of service as follows:

1992	1993	Vacation
less than 1 year	less than 1 year	4% of earnings
less than 5 years	less than 4 years	2 weeks
over 5 years	over 4 years	3 weeks
over 10 years	over 9 years	4 weeks

- 3.3 An employee whose working day changes between a "full" point and a "short" point shall have his or her annual vacation pay adjusted in the year of the change, such that the vacation entitlement will be paid out partially at the "full" point rate and partially at the "short" point rate based on the proportion of months the employee was employed at each rate.

- 3.4 Vacation entitlement up to and including the first two (2) weeks vacation shall be paid out during the Christmas break. The balance of any vacation entitlement shall be paid out in July.

4.0 SICK LEAVE:

- 4.1 Permanent employees accumulate 1 1/2 days sick leave credits per month excluding the months of July and August, up to a maximum of fifteen (15) days sick leave credit per year.
- 4.2 A permanent employee who has six months or more employment is eligible to draw from his or her sick bank up to the number of days accumulated.
- 4.3 An employee who is eligible for paid sick leave and is off for more than two (2) days must submit a medical certificate for the third day of absence in order to be paid for sick days (up to the number of days in the employees sick bank.)
- 4.4 School Crossing Guards at "full" points and Spare School Crossing Guards are entitled to take up to four (4) School Crossing Periods off for MEDICAL appointments, without using his or her sick bank and without loss of pay.
- 4.5 School Crossing Guards at "short" points are entitled to take up to two (2) School Crossing Periods off for MEDICAL appointments, without using his or her sick bank and without loss of pay.
- 4.6 Any absence of less than one full day will be recorded to the nearest quarter day.
- 4.7 Any absence of one full day will be recorded as a full day absence.
- 4.8 Deductions from an employee's sick bank will be adjusted to the nearest half day.

5.0 SICK LEAVE GRATUITY:

- 5.1 An employee who ceases employment as a School Crossing Guard or a Spare School Crossing Guard and who was employed:
- i) for not less than seven years and not more than twelve years is entitled to a gratuity equal to one half the number of unused days of sick leave standing to his or her credit at his or her appropriate Daily

Rate of pay for the year in which employment ceases, provided that in no case shall the amount of the gratuity be more than an amount equal to his or her salary or other remuneration for the immediately preceding sixty-five (65) days excluding the months of July and August;

ii) for not less than twelve years is entitled to a gratuity equal to one half the number of unused days of sick leave standing to his or her credit at his or her appropriate Daily Rate of pay for the year in which employment ceases, provided that in no case shall the amount of gratuity be more than an amount equal to his or her salary or other remuneration for the immediately preceding one hundred and thirty (130) days excluding the months of July and August.

5.3 An employee whose working day was changed between a "full" point and a "short" point shall have his or her sick leave gratuity calculated partially at the "full" point rate and partially at the "short" point rate, based on the proportion of years the employee was employed at each rate.

5.4 When an employee ceases to be employed as a School Crossing Guard or as a Spare School Crossing Guard but continues to be employed by the Employer in an uninterrupted fashion,

i) the number of unused days of sick leave standing to his or her credit, earned under this terms of employment, is not transferable.

ii) the employee may apply for sick leave gratuity under this Terms of Employment.

5.5 In the event that an employee dies while in the employ of the Employer, his or her estate is entitled to receive payment of the gratuity in accordance with the provisions of the current Terms of Employment.

6.0 BEREAVEMENT LEAVE:

6.1 Three (3) regularly scheduled consecutive work days bereavement leave, without loss of pay on the death of a spouse, common-law - spouse, child, parent foster or adopted parent, grandparent, grandchild, brother or sister, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law. Such leave to be taken at the time of that bereavement or at the time the employee receives notification of that bereavement. Proof of bereavement may be required by the Commissioner of Human Resources.

7.0 CLOTHING AND ALLOWANCES:

- 7.1 Uniforms shall be provided by the Employer; except that all Guards shall provide their own footwear acceptable to the Employer.
- 7.2 All Spare School Crossing Guards and School Crossing Guards shall receive \$5.00 per month worked Footwear Allowance, up to a maximum of \$50.00 per year.
- 7.3 The issued uniform shall be worn as prescribed by the Employer.
- 7.4 All Spare School Crossing Guards and School Crossing Guards shall receive \$5.00 per month worked Cleaning Allowance, up to a maximum of \$50.00 per year.
- 7.5 The uniform remains the property of the Employer and must be returned upon termination or when requested.
- 7.6 All Spare School Crossing Guards shall receive \$38.00 per week; (\$7.60 per day) Travel Allowance; except that \$7.60 shall be deducted from said amount for every full day on which he or she is not available for work.
- 7.7 Any School Crossing Guard who works temporarily at a location other than his or her regularly scheduled location, as requested by his or her supervisor, shall receive \$2.50 per school crossing period Travel Allowance if he or she is required to use his or her own vehicle.
- 7.8 Travel allowance shall be paid once per month.
- 7.9 Travel allowance shall not be paid to any Guard working during the SUMMER CROSSING PROGRAM.

8.0 MEDICAL TESTING:

- 8.1 The Employer reserves the right to require the employee to undergo medical testing only to ascertain the employee's ability to discharge his or her duties. The testing shall not be conducted in a discriminatory manner.
- 8.2 When an employee is requested to undergo medical testing it shall be mandatory and it shall be conducted at a place chosen by the Employer and at the Employer's expense.

- 8.3 Failure to submit to medical testing will result in suspension and/or dismissal.
- 8.4 Should the results of an employee's medical testing result in a medical opinion that the employee is "unfit" to discharge his or her duties then the employee will be suspended without pay until such time as the employee is considered to be "fit" to return to duty, as determined by the Employer and the agencies conducting the medical testing on behalf of the Employer.

9.0 REPORTING RESPONSIBILITY:

- 9.1 All School Crossing Guards And Spare School Crossing Guards report directly to the:

School Crossing Supervisors
Community Traffic Services Section
Traffic Department
City of Hamilton.
Telephone Number 546-2200

10.0 PROGRAM CHANGES:

- 10.1 School Crossing locations and working hours are established by resolutions of the Municipal Councils of Hamilton, Stoney Creek, Dundas, Ancaster and Flamborough and the Policies and Procedures of the Corporation of the City of Hamilton Traffic Department. Therefore, the Employer reserves the right:
 - i) to reduce or increase a point between "Full" and "Short" hours at any location with a minimum of two (2) weeks written notice to affected employees; and,
 - ii) to eliminate or add School Crossing locations as required with a minimum written notice to affected employees as specified in the Employment Standards Act (Ontario).

11.0 POLICIES AND PROCEDURES:

- 11.1 All School Crossing Guards and Spare School Crossing Guards must comply with the City of Hamilton Traffic Department Policies and Procedures respecting School Crossing Guard Operational Matters. Failure to comply with said policies and procedures will result in disciplinary action.

12.0 SUMMER CROSSING PROGRAM

- 12.1 A School Crossing Guard or Spare School Crossing Guard working during the "SUMMER CROSSING PROGRAM" shall be paid for each working day as follows:

$$\text{Daily Pay} = \text{Employee's appropriate} \quad \text{hours} \\ \frac{\text{"full" point Daily Rate}}{2.75} \quad \times \quad \text{per day}$$

- 12.2 An employee working during the "SUMMER CROSSING PROGRAM" shall not earn sick leave credits nor be able to use sick leave credits during his or her employment as a "SUMMER CROSSING GUARD".
- 12.3 Sections 7.2, 7.4, 7.6 and 7.7 of this Terms of Employment are not applicable to "SUMMER CROSSING GUARDS".

13.0 DEFINITIONS

- 16.1 The following words are defined as used in this Terms of Employment:

School Crossing Guard - any individual hired by the Employer to fulfil the mandate of the job description of the position of School Crossing Guard. School Crossing Guards are assigned to a point on a permanent basis.

Spare School Crossing Guard - any individual hired by the Employer to fulfil the mandate of the job description of the position of Spare School Crossing Guard. Spare School Crossing Guards are not assigned to a point on a permanent basis but must be available on all school days to "fill in" at points when required.

Employee - any individual hired as a School Crossing Guard or Spare School Crossing Guard by the Employer.

Employer - The Corporation of the City of Hamilton.

A "full" point is a location where a guard is assigned to work during the morning entry, lunch dismissal, lunch entry and evening dismissal school crossing periods.

A "short" point is a location where a guard is assigned to work during the morning entry and evening dismissal school crossing periods only.

SUMMER CROSSING PROGRAM - The use of Crossing Guards to cross children during the non-school months of July and August.

SUMMER CROSSING GUARD - A School Crossing Guard or Spare School Crossing Guard who has volunteered and been accepted by the Employer to work during the SUMMER CROSSING PROGRAM.

14.0 CHANGES TO THESE TERMS OF EMPLOYMENT:

- 14.1 This document is intended as information and is subject to change by the Employer.

MINIMUM CRIMINAL RECORD - The use of Criminal Records is
now optional under the new system of law enforcement.

MINIMUM CRIMINAL RECORD - A School Criminal Record is
now optional under the new system of law enforcement and is
subject to review by the SCHOOL CRIMINAL RECORD BOARD.

MINIMUM CRIMINAL RECORD

1. The document is subject to review and is subject to change if
the Board so directs.



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